

Use this checklist to make sure you are completing all your work daily.

Check email.					
Make sure to check any for private comments and read them.					
ELA-Start with the first lesson of the day and review list for new assignments. READ ALL DIRECTIONS!!					
Check assignments to review grades and to see if you have any missing work.					
ELA iReady-minimum 30 minutes. Review scores when done. *Grade 6 ONLY					
Math- Start with the first lesson of the day and review list for new assignments. READ ALL DIRECTIONS!!					
Check assignments to review grades and to see if you have any missing work.					
Math iReady-minimum 30 minutes. Review scores when done. *Grade 6 ONLY					
Science- Start with the first lesson of the day and review list for new assignments. READ ALL DIRECTIONS!!					
Social Studies- Start with the first lesson of the day and review list for new assignments. READ ALL DIRECTIONS!!					
Check assignments to review grades and to see if you have any missing work.					
AIS- read and complete assignments *If you are assigned to a small group or reading group ONLY					

1. Read carefully
2. Read everything
3. Start at the beginning.
4. Do not rush.
5. Make sure to close out screens as you finish.
6. Make a list of Google meets for the week.
7. Remember to hit "turn in" to submit Google classroom assignments.
8. VIRTUAL OFFICE HOURS: 1:30-2:30 DAILY for additional teacher support
9. MINDFUL MONDAYS: Check into Google classrooms, catch up on assignments, read, review
TUESDAYS: Attend Periods 1, 2, 3, 4
WEDNESDAYS: Attend Periods 5, 6, 7, 8
THURSDAYS: Attend Periods 4, 3, 2, 1
FRIDAYS: Attend Periods 8,7,6,5

Check Physical Ed Google Classroom-complete assignments. Check for missing assignments.					
Check Related Arts Google Classroom-complete assignments. (HCS/Tech/Art/Library/Music/Health) Check for missing assignments.					
Check Related Arts Google Classroom-complete assignments. (HCS/Tech/Art/Library/Music/Health) Check for missing assignments.					
Check World Language Google Classroom-complete assignments. Check for missing assignments. *Gr. 7, 8 ONLY and Gr. 6 Dual Language					
Check Chorus/Band/Orchestra Google Classroom-complete assignments. Check for missing assignments.					
Health Office- Check for updates/wellness information					
Guidance-Check for updates from School Counselor					
Review checklist to make sure everything is complete.					
Check email again.					
OTHER					
OTHER					

