

### End-of-Day Routine Checklists

<b>Materials Needed</b>	<b>Packed in Bag</b>
Assignment book filled in	
Spelling workbook	
Reading book	
Reading folder	
Social studies book	
Social studies folder	
Science book	
Science folder	
Math book	
Math folder	
Other (permission slips, notices, etc.)	
Signed:	Date: _____

### **Checklist #2**

<b>Steps to follow</b>	<b>Check when done</b>
Hand in any homework assignments completed	
Hand in any in-class assignments completed	
Return any materials borrowed	
Clean up desk surface; check floor around desk	
Gather all necessary items to go home  1- Books 2- Notebooks 3- Folders 4- Assignment book 5- Worksheets 6- Slips/notices for parents 7- Clothing 8- Gym clothes 9- Other	
Place appropriate materials in backpack	
Ask myself, Am I forgetting anything?	