

Close Out Strong Checklist

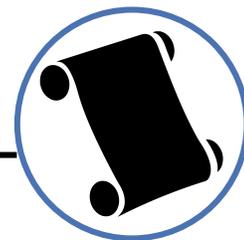
Before the end of the school year, follow this checklist to supercharge your planning for fall.



SHARE THE LOVE...AND GRATITUDE.

- Engage staff in reflection activities to highlight wins
- Review key data and metrics to recognize bright spots
- Ensure feedback is gathered from all voices

GET INTENTIONAL WITH INTENTION SETTING.



- Where do you want your community to grow or develop in the coming year - what do you want them 'thinking, feeling, and knowing' in June 2023?
- Set intentions and consider sharing them with others



COLLECT CLASSROOM COLLATERAL.

- Work with the leadership team to prioritize what must be captured
- Memorialize and communicate the plan with everyone involved
- Give yourself time to follow up

CARRY OVER STUDENT INFORMATION.



- Get clear on what information you want to memorialize and share with others
- Identify time for staff to document and reflect
- Specify the process for ensuring the information gets to where it needs to go



TAKE A BREAK.

- Take a deep breath and enjoy - the rest can happen later!