Important People	Name	Contact Information
Principal		
Secretary		
Other support staff		
School nurse		
Custodians		
Librarian		
Curriculum Specialist		
Tech Support		
Counselor		
Personnel Director		
ELL Teacher		
Psychologist		
Reading Specialist		
School Resource Officer		
District Office Support		
Career Center		
_____ Teacher		
_____ Teacher		
Permanent substitute		
Transportation staff		
Cafeteria staff		
Other _____		

Important Dates - be sure to mark these dates on a calendar - Use a monthly calendar for ease of use and to indicate important dates and deadlines. Be sure to include important information concerning the dates. Some dates you may want to include:

- First day of school
- Holidays and breaks
- Open House
- Conference days
- In-service days
- Student count days
- Early release days
- Faculty meetings
- Testing days
- Marking period or term dates
- Grades due date
- Special events like Signing Day
- Graduation
- Last day of school
- Deadlines for orders
- District dates

Important Tools	Location and Use Information
School/district website(s)	
Master school schedule/calendar	
Mail system	
Phone system	
Teachers' lounge	
Mail room/area	
Supply room	
Substitute files	
Copier	
Laminator	

Important Tools	Location and Use Information
Intercom	
Video equipment	

Resources for Policies and Procedures	Information, including location
School/district policies and procedures	
Supplies	
Budget	
Ordering needed items	
Teacher resources	
Library resources	
Video resources	
Other tech resources	

Planning and Assessment	Information
Lesson plans	
Grade book	
Report cards/progress reports	
Conferences	
Student files	
Special services/referrals	

Professional Responsibilities	Information
Teacher duties	
Committees	
Professional development	
Attire	
Facility usage	

Management	Information
Discipline	
Attendance	
Hall passes	
Sign-in/sign-out	
Lunch information	
Health office	
Assemblies	
Early release schedule	
Other _____	

Forms	Information (including location)
Work orders	
Field trip orders and permission forms	
Transportation order forms	

Emergencies	Information
Fire drills	
Designated shelters	
Tornado drills	
Evacuations	
Active shooter drills	
Emergency procedures/contacts	
Other emergency information	

Standards, curriculum, and assessment	Location
School/district mission statement	
Content expectations	
Benchmarks	
Curriculum guides	
Assessment instruments	