

Room Parent Checklist

East Elementary - Beginning of the Year

➔ *Please complete these items before or after our Room Parent meeting in September* ←

Required:

- ☐ Touch base with:
 - **Teacher** - see the [Teacher Interview template](#) for more info.
 - **Co-room parents**: discuss responsibilities based on teacher needs, decide how to divide tasks, and exchange emails and possibly phone numbers.
- ☐ Explore the **Room Parent Resource Library** online so you can easily access the resources you need throughout the year.
- ☐ Take a picture of your **Teacher & Tutor Favorite Things** sheets – found in a binder in the Front Office.
- ☐ Create a class **email group** – this will be your primary source for sharing information
 - add your **teacher** to the class group.
 - After the meeting, consider adding other **grade-level room parents** – it's a great opportunity to mentor new ones.
- ☐ Send an **introductory email** to your class(es) – see the [Intro Letter Email Template](#).

Customizable:

- ☐ Create a class **group text** on GroupMe, Signal, etc. for parents to join if they wish as an informal class communication.
- ☐ Organize **Teacher Appreciation** - create a Secret Student SignUp (see [Secret Student Template](#)) – or – create another form of Teacher Appreciation throughout the year that suits your teacher and parent group.

We look forward to seeing you at the upcoming meeting in September.

If you have any questions beforehand, please refer to the Room Parent Resource Library online, or contact the Room Parent Liaison.

