

A Checklist: Visiting your very own classroom.

- **Visit the school**
 - Introduce yourself to all the important people – Principle, secretary, custodian etc
 - Ask for school handbooks, curriculum guides, policies, (same as student teaching)
 - Ask how you receive materials and supplies.

- **Visit your classroom**
 - Inventory what you have, e.g., books, materials, supplies.
 - Draw a floor plan.
 - List of what you will need.

- **Meet with the principal/department head**
 - Make an appointment to talk
 - Ask when school begins
 - Ask when you can be in the building
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- **Meet the teacher union/NEA representative**
 - Ask about membership
 - Ask if there is a new-teacher orientation
 - Obtain a contract
 - Ask for a list of other benefits

- **Meet your mentor teacher**
 - Find out whether she is assigned or a volunteer
 - Exchange phone numbers
 - Ask for details of the support program.