

Welcome Packet Checklist

Starting at a new school can be stressful for students and families, especially when they enroll mid-year. New families often miss out on so much. Think of all the information that families receive during enrollment, open house, and other events held early in the year. By providing a Welcome Packet to newcomers, you can put that same key information about the school and the community in one convenient place. Consider creating a school information sheet for quick reference. **(Make sure that all important documents are available in Spanish and Vietnamese.)**

Here is a checklist of things your school may consider adding to the Welcome Packet:

From the School

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| <input type="checkbox"/> School day start and end times | <input type="checkbox"/> Activities calendar |
| <input type="checkbox"/> Earliest time students may arrive at school | <input type="checkbox"/> Information from school counselors |
| <input type="checkbox"/> Pick up / drop off information | <input type="checkbox"/> Athletic Dept. information |
| <input type="checkbox"/> Parking tips | <input type="checkbox"/> Local coupons from area businesses |
| <input type="checkbox"/> Bike riding procedures | <input type="checkbox"/> Map of the building |
| <input type="checkbox"/> Building check-in procedures | <input type="checkbox"/> Tutoring opportunities / information |
| <input type="checkbox"/> School policies on classroom visits, etc. | <input type="checkbox"/> School uniforms and dress code information |
| <input type="checkbox"/> Attendance / absence policies | <input type="checkbox"/> (MS/HS) Parent Assist access information |
| <input type="checkbox"/> Student conduct, discipline, and grading policies | <input type="checkbox"/> Special folders with school mascot |
| <input type="checkbox"/> Student agenda expectations | <input type="checkbox"/> Here's My Child, Handle with Care form |
| <input type="checkbox"/> School programs (Elementary, Title 1, Pre-School, etc.) | <input type="checkbox"/> School magnet |
| <input type="checkbox"/> Yearly school schedule | <input type="checkbox"/> School's Compact and Family Engagement Policy |
| <input type="checkbox"/> Latchkey (School Age Programs) | <input type="checkbox"/> Bus information |
| <input type="checkbox"/> Availability of after school / extra-curricular activities | <input type="checkbox"/> Community resources |
| <input type="checkbox"/> School / District websites, phone numbers, email addresses | <input type="checkbox"/> School shirt purchase form |
| <input type="checkbox"/> Volunteering | <input type="checkbox"/> Other opportunities for involvement |
| <input type="checkbox"/> Site Council information | <input type="checkbox"/> PTA / PTO information |
| <input type="checkbox"/> School Brochure | |

From the Teacher(s)

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| <input type="checkbox"/> Homework expectations | <input type="checkbox"/> Bright ideas for reading, math, etc. (bookmarks) |
| <input type="checkbox"/> When to expect information on student progress | <input type="checkbox"/> Classroom newsletter |
| <input type="checkbox"/> Tips on how parents can assist students at home | <input type="checkbox"/> Calendar of upcoming events |
| <input type="checkbox"/> How and when to contact the teacher by phone or email | <input type="checkbox"/> Student conduct, discipline and grading policies |
| <input type="checkbox"/> Advanced notification of important testing dates | |

