

First night of Class What does it look like?

The first night of class can be very chaotic. You need to be as organized as you possibly can. Have class lists posted in the hallway with students' names and their placement level with room number. In addition, post individual lists outside the door to each classroom. Give each class an attendance sheet for that night. Have extra teachers (or just extra people you have recruited specifically to help that night) help the students find their names and get to their classes. Be sure to have the original registration forms on hand. Some of your students' names may be so similar that you have to go back to the original documents to look at addresses.

You will need to repeat this for at least one more week for students who registered, but missed the first night of class.