

Back-to-school literacy **checklist**

Welcome back! We hope this checklist can help you organize your environment, explore new literacy resources, and start the year with joy and purpose.

Because when teachers shine, students grow.



STEP 1: PREPARE YOUR LITERACY ENVIRONMENT

- ☐ Organize your classroom library with a collection of fiction, nonfiction, and decodable books.
- ☐ Arrange student seating for flexible learning: whole class, small group, and independent practice.
- ☐ Print and display literacy visuals such as sound walls, vocabulary charts, progress trackers, or reading goals posters. [Here are a few you can download for FREE!](#)
- ☐ Set up student folders or notebooks for reading, writing, and vocabulary activities.

Do more with Learning A-Z

- [Roster your students](#), then download and print [personalized Student Portal login cards](#).
- Stock your Raz-Plus® [File Cabinet](#) with decodable books and comprehension passages.
- Use [Writing A-Z](#)® for genre-based writing instruction and [Vocabulary A-Z](#)® to integrate daily word work.

STEP 2: PLAN FOR INSTRUCTIONAL ROUTINES

- ☐ Outline your daily and weekly literacy block schedule, including shared reading, small-group reading, and writing time.
- ☐ Prepare your small-group instruction plans and independent work expectations.
- ☐ Create a system for formative assessment and tracking student reading progress.
- ☐ Review your core curriculum and identify opportunities for supplemental support.

Do more with Learning A-Z

- Bookmark your favorite Raz-Plus resource folders, including the new [Books by Skill](#) menu.
- Preview [metacognition strategy tools](#) that support students in monitoring and reflecting on their reading.
- Download [comprehension graphic organizers](#) to build positive reading habits.
- Use the Explore Zone to assign engaging, self-paced independent practice.
- Find your core correlations with resources to extend and enhance learning
- Strengthen foundational skills with Phonics Skill Packs

STEP 3: PLAN YOUR FIRST WEEK

- ☐ Choose read-alouds or shared texts to launch your reading community.
- ☐ Design an introductory activity to help students set reading goals and celebrate growth.
- ☐ Create classroom systems for student book choice and voice in learning.
- ☐ Incorporate current events, real-world texts, and student interests into lessons.

Do more with Learning A-Z

- Check out [Science in the News](#) from Science A-Z®. The current issue is available to all for free!
- Access more writing resources with [Writing A-Z](#), including interactive lessons to help students build structured, purpose-driven writing habits.

STEP 4: COMMUNICATE WITH FAMILIES AND CAREGIVERS

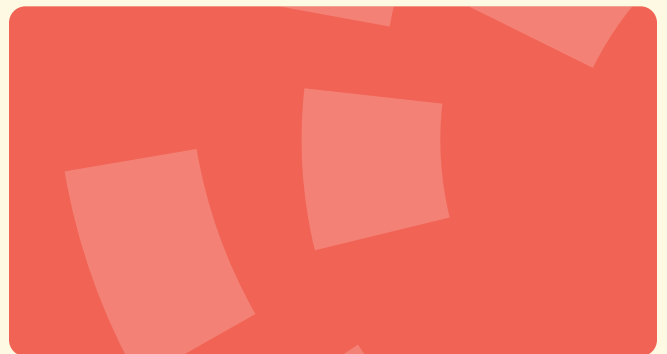
- ☐ Send home a welcome letter that explains your literacy goals and expectations.
- ☐ Share login instructions for any at-home digital learning tools.
- ☐ Prepare your classroom newsletter or communication tool.
- ☐ Offer tips for supporting reading at home (book bags, questions to ask, reading logs).

Do more with Learning A-Z

- Remind families how to access assignments and student libraries from home to extend learning using these [Parent Letters](#).

STEP 5: TAKE CARE OF YOU

- ☐ Schedule your planning blocks and batch lesson prep.
- ☐ Explore a new edTech resource or feature each week instead of trying to do it all at once.
- ☐ Set boundaries on your time for grading and tech use.
- ☐ Celebrate the progress of you and your students—every win matters!



Ready to have a joyful school year?

Check out these free resources, such as classroom posters and product samples. If you like what you see and want to try Learning A-Z, start a free 14-day trial today (no credit card required).

Free Downloads

Free Trial

[Explore more back-to-school resources.](#)



**Learning A-Z™**