

# FORM 38 CHECKLIST OF ROUTINES FOR HELPING THE TEACHER

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Student:  
Setting:  
Date:

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*Instructions to Student Participant: All of the following duties are important to the management of the instructional environment. You will need to learn to complete these while simultaneously teaching the students and managing the class. To help you learn to do so efficiently, complete all tasks appropriate to your teaching situation and indicate the date each is accomplished. Please have the classroom teacher sign this form when all appropriate activities have been successfully completed.*

## Activity

	<b>Date Completed</b>
1. Take attendance/morning greeting	_____
2. Run errands for the classroom teacher	_____
3. Help with classroom housekeeping	_____
4. Organize materials needed for a lesson	_____
5. Make copies of materials needed for a lesson	_____
6. Help pass out materials to the students	_____
7. Assist in arranging a bulletin board	_____
8. Set up a learning center	_____
9. Help in getting children ready for rest time	_____
10. Help send out a class newsletter to parents	_____
11. Help in preparation for lunch/snack	_____
12. Other (please list below):	_____

I certify that the student participant listed above has successfully completed all of the above activities that are appropriate to my classroom.

\_\_\_\_\_  
(Classroom teacher's signature)