

Teacher Onboarding Checklist for Schools

Personal Information & Documentation

- Employment contract signed
- Personal identification documents provided
- Proof of teaching qualifications submitted
- Background check completed
- Tax and payroll forms completed

Pre-Start Preparation

- Email and school account setup
- Access to school systems (LMS, attendance, etc.)
- Handbook and school policy review
- Class timetable and subjects assigned
- Staff directory shared

School Orientation

- Campus tour
- Introduction to key staff (admin, IT, support, etc.)
- Emergency procedures overview
- Relevant health & safety guidance

Classroom & Curriculum

- Classroom assigned & keys distributed
- Textbooks, curriculum materials provided
- Lesson planning guidelines shared
- Technology setup/support provided

Professional Development

- Mentor or buddy assigned
- Training in school platforms/policies scheduled
- Ongoing professional development overviewed

Checklist Tracking Table

Task	Responsible	Due Date	Status
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