



BACK-TO-SCHOOL CHECKLIST

www.edukitinc.com 866-660-8854

Sort and count all kit boxes by grade

When your shipment arrives at the school, sort all kit boxes by grade and count them to verify your order is complete. This will also let you know if you have any boxes with items that need to be handed out separately. If there are any discrepancies with your order, please contact your account manager as soon as possible.

Print your kit "summary/distribution list" from the EduKit website.

It will serve as a check list to help you distribute the kits to the correct students. Sorting by 'Family Name' might be the best option if you are handing kits out at a back to school event. If they are being delivered to the classrooms, sorting by 'Grade' might be most helpful.

Print out a copy of your supply lists to have on hand to answer any parent questions.

Some kits may be marked as "girl's" kits.

The contents are the same as the other kits for that grade but there may be items that are pink or other "girl" color. Please be sure that these kits are given to girls.

Some of items may be divided between boys/girls or by last name.

Just a reminder that some of the community items may be divided between boys/girls or by last name (A-L/M-Z). These items have been evenly distributed throughout the kits for each grade so that the teachers are well supplied. The kits may not contain the specific item(s) correlating with each student's last name or gender, but know that your teacher will collect the community items to share with all of the students.

Hand out "Last Chance" information

to families who may still want to order supply kits. They can go to the EduKit website to place their order online with home delivery.

Please refer parents to our website link

to report any issues with missing or damaged items - www.edukitinc.com/oops. This allows parents to get direct help and corrective action from our home office rather than you having to deal with it.