

To: All Certified Staff
From: Ricky D. Edwards
Date: May 22, 2008
Re: End of School Year Checkout Procedures

1. Teacher name, summer addresses and phone number where you can be reached.

Name	Summer Email Address
Address	Phone Number

Check out shall include the following:

- grade books turned in and all grades are posted and completed in eSIS
- all grades and attendance data are posted on report cards (Kindergarten)
- diagnostic record sheets completed and turned in
- all keys turned in
- list of failures, by grade/class turned in
- teachers requisition for the \$100.00 instructional supplies filled out completely and turned in
- work to be done form turned in
- textbook inventory list turned in
- all requisitions for workbooks have been turned in
- lesson plan books turned in
- all personal accounts (telephone chgs., etc.) settled up with the Treasurer/Secretary
- requisitions for re-sale items (uniform supply account) are completed and turned in (high school only)
- High Quality Professional Development Worksheet completed and turned in
- list of fees not paid/outstanding fees turned in
- list of excessively worn/damaged textbooks, with information detailing any fines due and /paid/not paid turned in
- all student lockers are cleaned out as of the last day of school
- all pieces of tape, etc. are removed and that students have removed any graffiti on inside and outside of lockers
- all textbooks are stored and materials and equipment are stored for summer
- all audio-visual equipment turned in
- all employee absence sheets completed and turned in
- if an advisor, or coach, all activity fund information, requisitions, etc. completed
- all library books, periodicals, etc. returned to library
- all damaged materials, material to be thrown out, etc. has been left outside of your room in the hallway by your door

I acknowledge that all of the above items have been completed:

Administrator Signature & Date

Staff Signature & Date