

To: All Certified Staff
From: Administration
Date: May 15, 2015
Re: End of School Year Checkout Procedures (*Complete and submit to building principal*)

Name: _____

Summer Contact Information:

Address

Email (_____) phone

Check out shall include the following (Please initial each item as it is completed):

- _____ Grade books turned in and all grades are posted and completed in Infinite Campus
- _____ All grades and attendance data are posted on report cards (Kindergarten)
- _____ Diagnostic record sheets completed and turned in
- _____ All keys turned in to building administration (special permission/circumstances required if you need to keep them)
- _____ List of failures, by grade/class turned in to administration
- _____ 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 where applicable
- _____ All employee time sheets completed and turned in as well as all absences submitted through kiosk
- _____ 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:

Staff Signature & Date

Received by Administration _____
signature date