

Teacher Check-Out List:

Name: \_\_\_\_\_

In order to assist staff with the school year closing, teachers must see that the following items have been attended to prior to leaving school on Friday, May 21.

- \_\_\_\_\_ 1. Keys turned into the office (Initial if you are keeping your keys).  
List what keys you have:
  
- \_\_\_\_\_ 2. Inventories completed and saved to the server. You must do this even if your inventory has not changed from last year. Paper copies turned in to the office if your inventory is not on the server. If you throw out or remove any items, be sure to notify the office and put "discard" on the inventory.
  
- \_\_\_\_\_ 3. All bills paid. (lunchroom, office)
  
- \_\_\_\_\_ 4. All materials and equipment placed on shelves or stored. Put all discarded textbooks in front of the trophy case in the old gym front hallway. Any large items to be discarded need to be taken to the bus barn.
  
- \_\_\_\_\_ 5. Summer paychecks. Inform the office whether you wish them mailed or if you wish to pick them up.
  
- \_\_\_\_\_ 6. Unplug electrical equipment & machines in room. **Delete all unnecessary computer files.**
  
- \_\_\_\_\_ 7. Final grades recorded and grade records turned in to the office. **A finalized grade report will need to be turned in for cross reference.** Please make sure that ALL students are listed on the grade report before you turn it in. Grades **MUST** be completed by Monday, May 24.
  
- \_\_\_\_\_ 8. Room repair lists turned into the office.
  
- \_\_\_\_\_ 9. Laptop Check In                      Serial Number \_\_\_\_\_
  
- \_\_\_\_\_ 10. Library Materials returned.

Mr. Todd will be here on Friday, after lunch. He will be at a meeting on Friday morning.

Summer address if different than current: \_\_\_\_\_  
\_\_\_\_\_