

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 25th.

- _____ 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. 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 posted (Set End-of-Term grades for 2nd semester) 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.

- _____ 8. Room repair lists turned into the office.

- _____ 9. Laptop Check In Serial Number _____

- _____ 10. Library Materials returned.

Attention - teachers, coaches and sponsors: We need to work on some policy changes for our handbook. We will meet on Friday morning at 9:00 a.m. We will finish in time to attend the funeral at 10:30 a.m. This is not a mandatory meeting. However, if you fail to attend you have forfeited your right to complain! This meeting is not limited to coaches and sponsors only. I mentioned teachers first because we are all teachers first and coaches or sponsors after fulfilling that obligation. It all starts in the classroom with teaching & learning, as well as doing what is best for kids.

Summer address if different than current: _____
