

STAFF MEMBER END-OF-YEAR CHECKOUT

Staff Member _____

Today's Date _____

Directions- **please have the appropriate person initial each area.** Write N/A for those who don't apply. **This must be filled out by all staff members on or before the last day of the school year.**

_____ Report Cards grades submitted (**Principal**)

_____ Printed Report Cards have been examined and verified to be accurate. (**Principal**)

_____ Keys either turned in or verified that you have them. I have keys # _____ (**Principal**)

_____ Room Fix-Up Request Form (**Principal or designated person**)

_____ Teaching area (inc. project rooms and work areas) is picked up. This includes desks and chairs stacked, all debris off floors, all walls are clear, all tacks and staples are removed, all bulletin boards are clear, teacher desks, files and storage closets are clear and locked. Please close windows. Leave rooms locked. (**Tom**)

_____ Supply and materials purchase orders are handed in. (**Principal/Supervisor**)

_____ All library, AV or borrowed materials have been returned. (**Beth Mallon**)

_____ Teacher Handbook (turned in) (**Principal/Supervisor**)

_____ Payroll information (**Fran**)

_____ Lunch Bill Paid (**Carol or designated person**)

Teacher's Signature

Administrator's Signature

PLEASE RETURN THIS COMPLETED FORM TO THE PRINCIPAL OR SUPERVISOR

July2010