

END OF YEAR CHECKOUT LIST

Teacher Name: _____

Task:	Complete By (end of day):	Signed-off By:	Initials:
Remove all materials from the walls			
Box personal items and place on top of desk			
Clean Classroom and Desks			
Submit all text books, teacher's editions, workbooks, etc. to the library (see schedule)			
Submit Failure Lists			
Submit up to date roll book (attendance and grades section)			
Enter Student Grades			
Box and label classroom materials (stapler, tape dispenser, hole punch, scissors, etc.) (room off S. Williams' office)			
Box and label teaching aides and materials (room off S. Williams' office)			
Submit Room Inventory Form			
Submit Student Placement Forms			
Complete Summer Contact Info Form			
Return all Keys (classroom, closets, file cabinets, etc. – must be labeled)			
Turn in Audio Visual Equipment (tv, dvd, vcr, etc.) to Library (see schedule)			
Turn in LCD Projectors to library (see schedule)			
Turn in ELMO to library (see schedule)			
Turn in Overhead Projector to library (see schedule)			

_____ Principal's Signature	_____ Date	_____ SOM's Signature
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