



## TEACHER's End of Year Check-Out, Year Ending 20\_\_

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

### Principal Initials

- \_\_\_\_ Grade book turned in
- \_\_\_\_ Receipt book turned in
- \_\_\_\_ Summer Repair and Maintenance Requests (**Form 5-J**)
- \_\_\_\_ **Keys/Proximity Card**: Returned to office \_\_\_\_\_ Kept by teacher \_\_\_\_\_
- \_\_\_\_ Report cards completed and one copy in student's cumulative folder
- \_\_\_\_ Classroom Inventory attached (**Form 5-B**)
- \_\_\_\_ Teacher lunch charges paid
- \_\_\_\_ All student textbooks returned to book room
- \_\_\_\_ List of students with lost or damaged TEXTBOOKS (**Form 5-C**)
- \_\_\_\_ List of damaged or lost LIBRARY BOOK (**Form 5-D**)

### Teacher Initials

- \_\_\_\_ Teacher and student desks cleaned
- \_\_\_\_ Counters cleared (bare)
- \_\_\_\_ Pictures, charts, games, other supplies safely stored
- \_\_\_\_ All shelving/closets sorted through and materials that are no longer needed properly disposed of
- \_\_\_\_ All audio visual equipment, books, journals, etc. returned to the media center
- \_\_\_\_ Everything removed from the walls
- \_\_\_\_ All textbooks returned to book room

### Teachers Leaving the School, collect...

- \_\_\_\_ Teacher's Editions returned
- \_\_\_\_ District technology equipment returned
- \_\_\_\_ **ID card and building/classroom keys and/or proximity card returned**