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