**END OF YEAR CHECKOUT LIST**

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

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| **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) |  |  |  |
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