



Teacher End-of-Year CHECK OUT LIST

EMPLOYEE NAME: _____ PHONE #: _____

HOME/FORWARDING ADDRESS: _____

PERSONAL EMAIL ADDRESS: _____

- Contract is signed and confirmed in Frontline & any paper timesheets are turned in to the district office
- Student Chromebooks/IPADs are stored securely (locked). If taking a laptop for summer initial here _____
- Personal lunch account cleared with the kitchen
- Food out of staff refrigerators
- School dude list of classroom repairs
- Mailbox empty
- Extension number and password to your phone _____
- DO NOT UNPLUG YOUR PHONE - THE PHONE STAYS IN THE ROOM**
- Personal belongings taken home or boxed and stored out of the way
- Keys (Kept / Turned-in)
 - Desk _____
 - Office _____
 - File cabinet _____
 - File Room _____
 - Store Room _____
 - Building _____
- Equipment checked in

- Computer files saved and clearly marked
- North Bay Elem - Student lockers and desks are clean and empty. All stickers, pictures, tape, etc. removed
- Bulletin boards, walls... all clean; remove staples, pins, tape *if your classroom is getting painted.*
- Teacher editions, etc. gathered stored and covered, if on an open shelf - report any missing items to Curriculum and Instruction at the district office
- Textbooks stored in bookroom or classroom and can be easily moved for cleaning - report any missing items to Curriculum and Instruction at the district office
- Elementary - Permanent record cards are filled out and filed. Place original report card in pre-addressed envelopes, provided by the office. File copy of final report card in permanent record file in vault
- Secondary - Final grades are entered and posted
- Elementary - Retention documentation filed for any students being retained
- No plants or hungry animals left in rooms. Any nonperishable food stored in sealed plastic bins
- Teacher's desks left clear of books, etc. Student desks & chairs stacked to the center of the room
- Please make a map of your classroom so custodians can put things back in place. Please tape next to door.
- Grades 3-8, work samples completed, scored, and turned in.
- Would you like a planning book ordered. (Yes / No) – circle one
- List any special supplies that you need for your classroom
- Completed any requested end of the year surveys
- End-of-Year Evaluation is signed

Employee Signature

Date

North Bend Administrator

Date

<p>For district office use ONLY</p> <p>Date received _____</p>
