

CHECK OUT FOR END OF YEAR JUNE 7, 2010

TEACHER'S NAME _____

Please have the appropriate person initial upon completion of each task.

_____ Library materials returned (**Shannon**)

_____ Textbooks to be discarded are to be boxed and set near your room and labeled(**own initials**)

_____ All textbooks are checked in from the students; cards returned to the book; fines assessed and turned in where necessary **ON THE PICK BILLING SHEET** from the office. Books stacked by number in each teacher's room or hall lockers. Do not stack books on the floor (**own initials**)

_____ Check with Shannon **on** turning in A.V. equipment and other equipment that is turned in to the Media Center. Indicate what repairs are necessary.

_____ **Check out with Shonna Trudo i.e.; summer mailing address, insurance forms, inventory, etc.**

_____ Purchase/requisition ...confirmation information. (**Deron**)

_____ Grades electronically sent to guidance office (**Rod**)

_____ Turn in repair and painting requests for your room (**Deron**)

_____ Talk to **Mike** about your laptop. Make arrangements for reimaging, etc. (**Mike**)

_____ All students desks and lockers cleaned out. (**Own initials**).

_____ Room in order and materials put away for summer. (**Own initials**).

_____ Review with **Deron** Individual Career Professional Development Plan (**Deron**)

_____ Teacher check out conference (**Deron**). See Mr. Durlinger for your check out number (time.) We will set order at Friday's meeting.

SECONDARY TEACHERS: If you fail a student, please write summary indicating reasons for the failure. (Deron)