

# END OF SCHOOL TEACHER CHECKLIST

Teacher Name \_\_\_\_\_ Paycheck \_\_\_\_\_ mail \_\_\_\_\_ will pick up \_\_\_\_\_

## STUDENT RECORDS

\_\_\_\_\_ Grade verification sheets, for the sixth six weeks, signed and turned in

\_\_\_\_\_ Assignment grade report (grade book), for all year, printed, signed and turned in

\_\_\_\_\_ Attendance verification sheets, for each six weeks, signed and turned in

\_\_\_\_\_ List students owing for items (attach list and explanation - for example textbooks, library books, etc.)

## TEACHER MATERIALS/EQUIPMENT

\_\_\_\_\_ All library supplies, equipment, and books turned in to the library

## TEXTBOOKS

\_\_\_\_\_ Textbook count of all current books

\_\_\_\_\_ List of consumable books (order even if you do not currently use them)

## CAFETERIA

\_\_\_\_\_ Pay any unpaid bill – yours and your child's (if applicable)

## MAINTENANCE REQUEST

\_\_\_\_\_ Maintenance request form turned in

\_\_\_\_\_ List any known repairs needed around campus that you are aware of

## KEYS

\_\_\_\_\_ Keep \_\_\_\_\_ Turned in

## TEACHER CLASSROOM SUPPLY REQUEST

\_\_\_\_\_ Complete a separate supply request form for each vendor. Copy form as needed. (All items should be prioritized)

## ROOM CHECK

\_\_\_\_\_ Classroom items moved out of room and in hallway for cleaning crew (student desks, chairs, computers, classroom items – DO NOT MOVE BOOKSHELVES)