

Name \_\_\_\_\_ Position \_\_\_\_\_ Room # \_\_\_\_\_

Please complete the following, and turn in before leaving for the summer

Summer Address and Phone # \_\_\_\_\_

**Initials of Administrative staff in the space provided:**

AD \_\_\_\_\_ If you coached, turn in: all uniforms – CLEAN, sports equipment, all season stats and scorebooks, and take your personal equipment, supplies, and materials home

BS \_\_\_\_\_ Turn in Maintenance and janitorial needs

BS \_\_\_\_\_ Turn in your name tags (\$5 for any lost name tags)

BS \_\_\_\_\_ Clean and make ready classrooms (including the Storage room shelves) for summer

BS \_\_\_\_\_ Return the keys to your room, cabinets and desks

BS \_\_\_\_\_ Empty and clean out all cubbies and lockers assigned to your students

OM \_\_\_\_\_ Leave a copy of a blank final for each high school class and the key

OM \_\_\_\_\_ Submit Report Cards by Grade/Class/Student's last name

OM \_\_\_\_\_ **Complete sheet** – Supplies to be ordered by teachers for the next year

OM \_\_\_\_\_ **Complete sheet** – End of Year Classroom inventory

OM \_\_\_\_\_ Check your leave days

OM \_\_\_\_\_ Proof of current certification or recertification materials turned in

OM \_\_\_\_\_ Return Laptop and power cords, projectors, school cameras, other technology

P \_\_\_\_\_ Teacher's Manual returned

P \_\_\_\_\_ Quarterly Report

P \_\_\_\_\_ **Complete sheet** – Activity duties sheet

P \_\_\_\_\_ Input and review all grades for your students

P \_\_\_\_\_ Account for all textbooks and (**Complete sheet**) turn in your curriculum order

P \_\_\_\_\_ Properly store textbooks

P \_\_\_\_\_ Elementary: Recommendation for student class placement for next year

P \_\_\_\_\_ Elementary: Cumulative Student records Up-to-date

**All necessary items are complete and summer checks may be released: \_\_\_\_\_ Headmaster**

KEY:

AD	Athletic Director	P	Principal
GC	Guidance Counselor	T	Technology Director
OM	Office Manager	BS	Building Superintendent