



TEACHER SELF-CHECKOUT

Return completed form to Principal's Office by last day of school

Name: _____ Department: _____

Summer Address: _____

Summer Phone: _____

Please check the following:

1. ____ My Parent Notification Log is on file in my classroom.
2. ____ I have submitted **an electronic copy** of my *Essentials/I Can* statements/*Learning Targets* to content manager.
3. ____ My room repair needs have been submitted to custodian in writing.
4. ____ I have turned in my Textbook and Equipment/Supply requests.
5. ____ I have provided any **change of address or phone number (including cell number)** to secretary.
6. ____ I have turned in my budget request for the next school year.
7. ____ I have verified all final grades for my classes and grade change forms have been submitted.
8. ____ I have returned all Library equipment and materials to the media specialist.
9. ____ I have turned in all damaged textbooks for summer repair.
10. ____ I have submitted my student fines to financial secretary.
11. ____ I have elected to contribute to the **Sunshine Fund**.
12. ____ My shirt size is: Women's _____ Men's _____.
13. ____ If I am not returning, I have turned in my keys to administration.
14. ____ If I am not returning, I have returned my assigned laptop **and cables/accessories** to district technology personnel.
15. ____ Since I will not be returning, my faculty handbook **has been returned** to the Faculty Workroom. I have placed a note with my name on my binder.
16. ____ I understand that some professional development days may occur in August prior to the first day of school. (The new *Professional Development Days* have yet to be negotiated.)

My signature confirms that I have completed all of the above.

Signature: _____ Date: _____