



TEACHER'S End of Year Check-Out, Year Ending 20__

Teacher Name: _____

Principal Initials

- ____ Grade book turned in
- ____ Receipt book turned in
- ____ Summer Repair and Maintenance Requests (**Form 5-J**)
- ____ **Keys/Proximity Card**: Returned to office _____ Kept by teacher _____
- ____ Report cards completed and one copy in student's cumulative folder
- ____ Classroom Inventory attached (**Form 5-B**)
- ____ Teacher lunch charges paid
- ____ All student textbooks returned to book room
- ____ List of students with lost or damaged TEXTBOOKS (**Form 5-C**)
- ____ List of damaged or lost LIBRARY BOOK (**Form 5-D**)

Teacher Initials

- ____ Teacher and student desks cleaned
- ____ Counters cleared (bare)
- ____ Pictures, charts, games, other supplies safely stored
- ____ All shelving/closets sorted through and materials that are no longer needed properly disposed of
- ____ All audio visual equipment, books, journals, etc. returned to the media center
- ____ Everything removed from the walls
- ____ All textbooks returned to book room

Teachers Leaving the School, collect...

- ____ Teacher's Editions returned
- ____ District technology equipment returned
- ____ **ID card and building/classroom keys and/or proximity card returned**