**STAFF CHECK OUT**

**SCHOOL YEAR 2019-2020**

Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: Some items may not apply; check “NA for those items.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| N/A | YES | NO | CHECKLIST | Initial if OK |
| **PRINCIPAL** | | | | |
|  |  |  | Checked for licensure expiration date. |  |
|  |  |  | Grade/Attendance Record Book submitted. |  |
|  |  |  | Lesson Plan Book has been submitted. |  |
|  |  |  | Retention List |  |
|  |  |  | Parent letter submitted. |  |
|  |  |  | Textbook inventory has been submitted. |  |
|  |  |  | Report cards printed out. |  |
|  |  |  | Copies made for parents & placed in Cumulative Folder |  |
|  |  |  | Update Cumulative Folders w/signature and Final Grades submitted or mailed. |  |
|  |  |  | Student promotion list, Honor Roll, and award list submitted |  |
|  |  |  | All textbooks have been stored properly; is Classroom clean. |  |
|  |  |  | Summer School Target list submitted w/Student Plan submitted |  |
|  |  |  | Classroom equipment, computers, furniture and books/supplies inventory submitted. (4 separate forms) |  |
|  |  |  | Assessment data (MAPS< BRIGANCE) submitted |  |
|  |  |  | Work order submitted for list of repairs needed in classroom. |  |
|  |  |  | Room Keys labeled and returned to front office. |  |
|  |  |  | Mentoring logs submitted |  |
|  |  |  | P.E. equipment inventory |  |
|  |  |  | Coaches – All students’ uniforms/equipment inventory submitted. |  |
|  |  |  | Staff survey turned in (Technology, Restructuring and Goals) |  |
|  |  |  | Student Placement/Assignment lists submitted. |  |
|  |  |  | Secure all confidential files in fireproof cabinet. |  |
|  |  |  | Testing binders turned in with all data. |  |
|  |  |  | IEP’s completed and files complete (SPED /GT) |  |
|  |  |  | Final Performance Appraisal and PDP signed, dated and returned. |  |
| **LIBRARY** | | | | |
|  |  |  | Library books, materials, or A.V. equipment has been returned. |  |
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|  | | | | |
| N/A | YES | NO | CHECKLIST | Initial if OK |
| **TECHNOLOGY** | | | | |
|  |  |  | Assigned Laptop w/mouse and carrying case |  |
|  |  |  | IPAD |  |
|  |  |  | Projector |  |
|  |  |  | Smart Board |  |
| **BUSINESS OFFICE** | | | | |
|  |  |  | Requisition for instructional materials or supplies. (Business Manager) |  |
|  |  |  | Outstanding Travel Advances cleared (Business Manager) |  |
|  |  |  | Outstanding debt (Kitchen, Books, or Materials) – Show Receipt (Business Manager) |  |
|  |  |  | Timesheet/Leave Slip Cleared (Payroll Clerk) |  |
|  |  |  | Personnel File – Documents all signed (HR) |  |
|  |  |  | Contract Signed for SY 2020-2021 (HR) |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*Classroom inspection will be made prior to check out.

\*Special Education Teachers need to checkout with the Director of SPED in addition to this form.

**\*Fill out summer address card at the Front Office.**

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Principal/Designee Signature Date

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Employee Signature Date

OTHER COMMENTS OR REQUIREMENTS PER DEPARTMENT HEAD OR SUPERVISOR.

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