EATON ELEMENTARY END OF YEAR CHECKLIST

2008-2009

Teacher Name ____________________________________________

1. _____ Make copy of final report card and place in permanent record
2. _____ Turn in collection logs and receipts (Sharon Shaver)
3. _____ Turn in room maintenance requests for summer (Malone)
4. _____ Turn in technology maintenance requests for summer (McKenzie)
5. _____ All books & articles off the floor, electronics unplugged, technology components covered
6. _____ All library materials turned in (J. Wilson)
7. _____ List of all computers with serial numbers (Malone)
8. _____ List of students being retained (Amburn)
9. _____ Student Distribution Lists (Amburn)
10. _____ Professional Development Logs (Malone)
11. _____ School Supply lists by grade levels
12. _____ Date for Parent Night by grade level
13. _____ Professional Development Survey completed
14. _____ Textbook Inventory (Amburn)
15. _____ Turn in black notebook assessment portfolios (Malone)
16. _____ Extended Contract Paperwork and documentation (Malone)
17. _____ Check permanent records with assigned partner; sign off on accuracy
18. _____ Place copy of report cards in office for students who owe money. Attach the debt list to the report card.
19. _____ Clean out all refrigerators – take food home or throw away!
Partners to Check Permanent Records

Rust – Mizuno
Moore – White
Barrett – Tilley
Hatcher – Kembel
Dixon – McKee
Stockdale – E. Wilson
McNabb – Lynn
Martindale – Crumpler
Dillinger – Habegger
Hall – Patterson
McCarroll – Hart
Hattley – Shoemaker
MacKintosh – Phillips
Mullen – Miller
Hurst – Hensley
Dongarra – Morse
Russell – Kersten
Warren – Eckhardt
Moroz – Dutton