EATON ELEMENTARY END OF YEAR CHECKLIST

2009-2010

Teacher Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_ Make 2 copies of final report card; place one in permanent record and give one to Amburn

2. \_\_\_\_\_ Turn in collection logs and receipts (Sharon Shaver)

3. \_\_\_\_\_ Turn in room maintenance requests for summer (Malone)

4.\_\_\_\_\_ Keys: if you do not have a room key, tell Karen Peters

5.\_\_\_\_\_\_ Turn in all grade level "Playground Keys" (Karen Peters)

6.\_\_\_\_\_\_Turn in all walkie-talkies to office (Karen Peters)

6. \_\_\_\_\_ Turn in technology maintenance requests for summer (McKenzie)

7. \_\_\_\_\_ All books & articles off the floor, electronics unplugged, technology components covered

8. \_\_\_\_\_ All library materials turned in (J. Wilson)

9. \_\_\_\_\_ List of all computers with serial numbers (Malone)

10. \_\_\_\_\_ List of students being retained (Amburn)

11. \_\_\_\_\_ Student Distribution Lists (Amburn)

12. \_\_\_\_\_ Professional Development Logs (Malone)

13. \_\_\_\_\_ School Supply lists by grade levels (Malone)

14. \_\_\_\_\_ Date for Parent Night by grade level (Malone)

15. \_\_\_\_\_ Professional Development Survey completed

16. \_\_\_\_\_ Textbook Inventory (Amburn)

17. \_\_\_\_\_ Turn in black notebook assessment portfolios (Malone)

18. \_\_\_\_\_ Extended Contract Paperwork and documentation (Malone)

19. \_\_\_\_\_ Check permanent records with assigned partner; sign off on accuracy

20 \_\_\_\_\_ Place report cards in office for students who owe money. Attach the debt list to the report card.

21. \_\_\_\_\_ Clean out all refrigerators – take food home or throw away!

Partners to Check Permanent Records

Rust – Hatcher

Moore – White

Barrett – McNabb

Hatcher – Butler

Dixon – McKee

Stockdale – E. Wilson

Morse – Lynn

Martindale – Crumpler

Dillinger – Habegger

Hall – Patterson

McCarroll – Hart

Hattley – Shoemaker

MacKintosh – Phillips

Mullen – Miller

Hurst – Kersten

Dongarra – Russell

Warren – Eckhardt

Moroz – Dutton

Ferraris - Navarro