

## **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**