

TEACHER CHECK OUT LIST

This form must be turned in with your grade book and teacher's handbook to Mr. Hill or Mr. Hartry before you leave on Date _____

- ___1. Grade book turned in to the office.
- ___2. Keys turned in to the office or, ___ I will keep my keys.
If keeping keys, please turn in a list of your key with room numbers.
- ___3. Teacher handbook turned in to the office.
- ___4. Grade verification sheets turned in to the guidance office.
- ___5. Arrangements for incompletes made with secretary.
- ___6. Semester failures submitted to the guidance office.
- ___7. All requisitions for materials, books, and supplies turned in to the office.
- ___8. Book rentals fines turned in to the office.
- ___9. Class or organizational treasurer's reports and books in order.
- ___10. Class or organizational sales reported to the office for sales tax purposes.
- ___11. Fundraising forms filled out for next year and turned in to the office.
- ___12. Fundraising summary forms completed and turned in to the office.
- ___13. All monthly bills turned in to the Superintendent's office.
- ___14. Room in neat order, ready for inspection. All books off the floor.
- ___15. Classroom inventory/equipment list turned in to the office.
- ___16. Classroom repair/maintenance list turned in to the office.
- ___17. Textbooks to be rebound should be taken to the junior high office or the high school guidance area and stacked on the orange counter top.
- ___18. All unclaimed report cards turned into the office (Jr. High teachers only)

SUMMER ADDRESS

Name _____

Street _____

City, Zip _____ Phone _____