



**END-OF-YEAR CHECKLIST
ELEMENTARY AND JUNIOR ACADEMY TEACHERS**

Teachers are to indicate completion of each item by placing a check (✓) before its number. This checklist is to be photo-copied for school files and then submitted to the principal who will deliver the original to the Conference Office of Education with completed closing report materials.

School Register/Computerized Register and Scholarship Record

- 1. RenWeb grades have been completed, along with the Closing Report.
- 2. Final grades and lesson plan books have been submitted to the principal.

Student Cumulative Record Folders

- 3. All required information has been recorded, and student photographs are in place.
- 4. The original copy of the current student progress report is included in each folder.
- 5. Updated health records are in each folder.
- 6. Achievement test labels are in place to indicate current standardized testing results.
- 7. Cumulative folders have been returned to a locked fireproof file for safekeeping during the summer.

Textbooks and Related Materials

- 8. Protective covers have been removed, and all marks have been erased from textbooks.
- 9. An inventory of all textbooks, workbooks, teacher's editions and guides has been given to principal.
- 10. Orders for textbooks, supplies, and playground equipment needed for the following school year have been given to principal.
- 11. A list of textbooks, including title and book number which have been borrowed by students for the summer had been given to principal.
- 12. Damages to textbooks (which are to be charged to student accounts) have been submitted to the principal.
- 13. All library books have been checked in and placed on shelves in proper order.
- 14. Principal's directions for storage of textbooks, grade books, and plan books have been followed.

Furnishing and Equipment

- 15. An inventory of room furnishings and equipment had been made and given to the principal.
- 16. A list of improvements and repairs needed before next school year has been submitted to the principal.
- 17. Students' desks have been cleaned and checked; and notation of needed repair has been made.
- 18. The teacher's desk and classroom storage areas have been cleaned and organized.
- 19. Open bookshelves have been covered to prevent dust buildup and to preserve items stored.
- 20. All keys have been returned and checked out. If needed, in accordance with local school policy.

School

Date

Signature of Principal

Signature of Teacher