

# END OF YEAR TEACHER CHECKLIST

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

Paycheck info: \_\_\_\_\_mail \_\_\_\_\_pickup \_\_\_\_\_direct deposit

## STUDENT RECORDS

\_\_\_\_\_Grade verification sheets for the sixth 6 weeks, signed and turned in

\_\_\_\_\_Attendance verification sheets, for each six weeks, signed and turned in

\_\_\_\_\_List students owing for any items. Attach list and explanation

## TEACHER MATERIALS/EQUIPMENT

\_\_\_\_\_All library supplies, equipment, and books turned in to the library

## TEXTBOOKS

\_\_\_\_\_Textbook count of all current books

## CAFETERIA

\_\_\_\_\_Pay any unpaid bill-yours and your child's, if applicable

## MAINTENANCE REQUEST

\_\_\_\_\_Maintenance request form submitted online

\_\_\_\_\_List any known repairs needed around campus that you are aware of

## TEACHER CLASSROOM SUPPLY REQUEST

\_\_\_\_\_Complete a separate supply request form for each vendor. All items should be prioritized

## ROOM CHECK

\_\_\_\_\_Classroom items and supplies moved for cleaning