



Student Checkout Checklist

Student's Name: Bob Lambeth-Anderson

Date: 10/14/2025

To be completed before the student's last day

Step 1: School Materials

(All students)

- ☐ **Library books**
(Teacher/Staff Initials: _____)
 - ☐ **Return all classroom materials** (classroom library books, rulers, marking pens, any math materials ie, protractors, any math cards, language cards, SRA cards etc.)
(Teacher/Staff Initials: _____)
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(MS and Upper EL)

- ☐ **Return all textbooks**
(Teacher/Staff Initials: _____/_____ Middle School Requires Both Math and ELA Staff)
 - ☐ **Return technology (if applicable):**
 - ☐ Chromebook
 - ☐ Charger (if approved for take home "yellow tag")
 - ☐ Working Stylus (if applicable)
 - ☐ Carrying case and tag (if approved for take home "yellow tag")
 - ☐ Phone
 - ☐ Phone chargers
(Tech Coordinator Initials: _____)
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Step 2: Student Work and Belongings

(All students)

- ☐ **Gather all personal items from the classroom:**
 - ☐ Lunchbox
 - ☐ Water bottle
 - ☐ Coats, hats, gloves

☐ Extra clothes (if applicable)

☐ **Collect all student work:**

☐ Completed projects

☐ Art or creative work

☐ Portfolios and writing assignments

☐ **Cubby and Hooks are Empty**

(If student is not here to send items home, message family that items will be available in the office for 2 weeks and then be disposed of.)

Step 3: Administrative Items

☐ **Update contact information with the office (if necessary)**

(Registrar Initials: _____)

☐ **Ensure all family accounts are cleared:**

☐ Any outstanding fees (e.g., field trips or supplies)

(Office Staff Initials: _____)

☐ **Disable student accounts** (if applicable)

☐ Email

☐ Transparent Classroom/Jupiter Ed

☐ Wayfinder

☐ Library Card

Step 4: Final Check

☐ **Visit the lost-and-found for any missing items**

_(Parent/Guardian Initials: _____)

☐ **Say goodbye to teachers and classmates!**