

End-of-Year Closing Tool

Name	Mentor	CSTP Focus
Grade level / Subject Area	School	Date

Before Students Leave <ul style="list-style-type: none"> • Clean out student desks/lockers/cubbies • Stack tables, chairs, desks in the corner • Collect, organize, and store textbooks and other classroom materials • Pack personal/ classroom items if changing buildings or rooms 	
Clean, Organize, and Purge <ul style="list-style-type: none"> • Wipe out bins/baskets/tubs • Discard pens and markers that don't work • Organize teacher's desk • Organize filing cabinets • Sort teacher materials and organize for fall: give away materials not being used • Make a "To-Do" list for fall - including tentative lesson plans for the first week of school. 	
Paperwork <ul style="list-style-type: none"> • Finish up final grades and report cards. • Organize important student documents and assessment data for cum records • Complete cum folders • Check out with building administrator 	
Inventory and Electronics <ul style="list-style-type: none"> • Follow school guidelines for summer electronics storage. • Cover with sheets or paper • Identify electronics that need to be fixed or repaired and notify the building tech people. 	