

## **EOY Checklist**

The completed checklist should be submitted to the Vice Principal. Please check off the items once they are complete. This sheet must be signed and returned to the office before the last payroll can be processed.

- Teacher binders or softcopies of binders to be shared or stored in the VP's office (if assignment changed or not returning)
- Receive all student text books by <insert date>
- Submit class supply list by <insert date>
- Complete and submit inventory checklist to Librarian by <insert date>
- Teachers are responsible for taking an inventory of all the books (textbooks and consumables) and storing them in cabinets and/or fixed shelves (label the cabinets and shelves to easily identify the contents). Please label the cabinet with your name and class number. Please box any books if cabinets or shelves are not available.
- Take inventory of furniture in class - write name/class on furniture so it is returned to the correct classroom
- Take a picture of the class setup with all the furniture and submit the pictures
- Store **all** Math & Science manipulatives on shelves, cabinets of the maker space, and boxes as applicable and label to identify/locate them for future use.
- School stapler, teacher scissors, staple remover, etc. should be stored in the teacher's desk for next year.
- Paint sets and other supplies must be cleaned and stored properly in classrooms.
- Leave your room neat and clean. Place all trash in the corridor by the door to be picked up by the custodial staff.
- Teacher's Guides need to be stored in a properly labeled box (top and at least 1 side of box labeled) to be stored in the library.
- Parking Permits, Key FOBS, Keys to classrooms, desk or any cabinet are to be returned to the school's administrator in the front office.
- Any books, CD's or DVDs, etc. borrowed by teachers or students are to be returned to the library.
- Complete proposed class lists for upcoming year [2 homeroom teachers to sit together for each grade and create lists].
- All items are removed from inside students' desks; inside and top students' desks are clean; no boxes, etc. remain on the floor; no items are left on counter tops.
- Students' belongings are to be taken home in a bag.
- Any petty cash is to be turned in to the school Admin Assistant.
- Computers and printers to be covered by sheets.
- TV and multimedia players are to be covered by sheets. Remotes are to be labeled and stored in a closed cabinet in the classroom.
- Additional procedures to wrap up online/electronic resources:
  - PCs in the classroom: shutdown and keep all the cables (power and network) & accessories. During the summer break; floors are cleaned and every year we need to spend extra on cables which are lost during this process.
  - Turn in the Chromebook (you may also keep the Chromebook with you over the summer if you are returning next year)
  - Cover the Document Camera and leave it in your class
  - Google Classroom: Following link has some good tips for end of year cleanup for classroom:  
<https://shakeuplearning.com/blog/google-classroom-cleanup-tips-for-the-end->

of-the-year/

- Cleanup todo items
- Archive the classroom
- Archive Class Dojo
- Leave a vacation reply on your school email.

**Date:** <insert date>

**Teacher Name and Signature:** <insert>

-----ADMIN USE-----

### **Verification of Completion of EOY Tasks**

Verified by (name): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_