

Eastern Elementary

Teacher Name _____

End of the Year Checklist 2024-2025

Grade Level _____ Classroom Number _____

Summer Contact Information:_____
*Address*_____
*Phone Number***Check out shall include the following (Please initial each item as it is completed):**

Teacher Initials	Check out Item
	Grade books turned in
	All grades and attendance data are posted on report cards
	List of failures, by grade/ class turned in to administration
	All keys turned in to building administrator. If you are planning on keeping your keys. Please sign your name to keep your keys over the summer: <i>Teacher Signature-</i> _____
	Teacher requisition for \$100.00 instructional supplies filled out completely and turned in
	All requisitions for workbooks have been turned in
	Work to classrooms form completed and turned in
	Textbook inventory list turned in
	All textbooks are stored. Materials and equipment are stored for the summer.
	List of excessively worn/damaged textbooks, with information detailing any fines due and paid/not paid turned in
	All audio-visual equipment turned in (If applicable)
	All library books returned to the library
	All student lockers are cleaned out as of the last day of school
	All pieces of tape, glue, are removed from the outside/inside of the lockers
	All damaged materials or materials to be thrown away are outside of your classroom door (in the hallway) labeled "to be thrown away."
	Grade level supply list turned in. (One per grade)

