

Staff Member: _____

2024 END OF YEAR TECHNOLOGY CHECKLIST – CERTIFIED STAFF – ELEM

This form must be checked by your Spoc before your Main Office End-of-Year Checkout List can be signed off.

Is Staff Member taking any devices out of the country? (Y/N)

If yes, what country(s) and what date range? _____

- SPOC: Create IIQ Ticket so that device(s) will work outside of the US!

MacBook

- Confirm Laptop in Inventory System (IIQ)
- Summer plan (circle one): Leave at School(Charger (Y/N)) Take Home
- If Leave at School, where is it stored: _____

iPad

- Staff iPad confirmed in Inventory System (IIQ)
- Summer plan (circle one): Leave at School(Charger (Y/N)) Take Home
- Apple Pencils accounted for?
 - Number of Pencils you have:
 - Location (ideally tech box): _____
- iPads in the classroom cart are accounted for?
 - Number of iPads in cart:

“Old” Devices

- Any/All old device(s) have been returned (Dell/Lenovo laptops, etc)
 - Removed from assignment in Inventory System (IIQ)
- Confirmed no non-standard devices assigned to staff

Epson Projector/Whiteboard

- Confirm two pens, case, charger, and remote control are in the tech box
 - Batteries removed
- Report any issues/items missing _____

Document Camera

- Unplugged and packaged together with any accessories in the tech box

Classroom Microphone System

- Mics, batteries, cables, and charging stand in tech box
 - Batteries from mics removed

Phone

- Place it in your class tech box. Label the phone with your name using blue tape.

Any other technology in your classroom that you are keeping at School over the summer, *except MacBook and iPad*, should be stored in the labeled classroom tech box. Place the box in a visible location within the classroom.