

## END OF YEAR CHECK-OUT SHEET

Year \_\_\_\_\_

Name \_\_\_\_\_ Building \_\_\_\_\_

\_\_\_\_\_ 1. Grade sheets turned in and grades posted into PowerSchool. (No incompletes)

\_\_\_\_\_ 2. All reports required by district complete.

\_\_\_\_\_ 3. Inventory sheets up-to-date and turned into office.

\_\_\_\_\_ 4. All equipment stored properly for the summer.

\_\_\_\_\_ 5. All unclaimed grade cards turned into the office.

\_\_\_\_\_ 6. All outstanding requisitions turned in.

\_\_\_\_\_ 7. Organization or class sponsor treasurer books turned in.

\_\_\_\_\_ 8. List of items in your area that need repaired (attach).

\_\_\_\_\_ 9. Textbook Inventory (attach).

\_\_\_\_\_ 10. Laptop Inventory # LP10-\_\_\_\_\_ Serial # \_\_\_\_\_

\_\_\_\_\_ Took home for summer (keep updated during summer months).

\_\_\_\_\_ Checked in at office.

\_\_\_\_\_ 11. PDC Forms signed and checked in.

\_\_\_\_\_ 12. Inventory of keys (attach or on back). Key # \_\_\_\_\_ Opens this door \_\_\_\_\_

*Summer address and phone* \_\_\_\_\_

*number if different than on file:* \_\_\_\_\_

\_\_\_\_\_

**Signature of staff member** \_\_\_\_\_

**Signature of principal** \_\_\_\_\_

**Date** \_\_\_\_\_