

SA Teacher Year-End Checklist - 2020/21

All items need to be completed before you check out for the summer.

- Clean out closets, shelves & desks. Discard outdated materials.
- Check textbooks and teacher manuals. Damaged items that can no longer be used need to be replaced so please make sure you let Heidi know what needs to be ordered.
- Student desks need to be cleaned thoroughly inside and out. - School Wrap-Up Day - July 8th**
- Clean the whiteboards and trays thoroughly.
- Clear off anything that may be on the windows/doors and **remove ALL random tape and staples.**
- Remove ALL items including tape/staples, etc. from the hallway and outside of your classrooms.**
- Deliver a list of curriculum items that need to be ordered for next year to Heidi.
- Update the Maintenance Requests spreadsheet in the shared Google Drive located at SA Files/ Maintenance/ Maintenance Requests with any classroom maintenance items that need to be completed before next school year.
- Complete Portfolio Boxes and return them to Mr. Yorksmith
- Turn in teacher planner/grade books.
- Email Mr. Yorksmith with any Technology/Furniture/Equipment Wish List items for your classroom.
- Please put a Post-it note on all computers with any sign-on/password credentials.
- Please deliver a list of classroom items/supplies that need to be ordered to Heidi.
- Please create a Student Supply List for next school year in the shared Google Drive located at SA Files/ Classroom Supply Lists.**
- Sign and turn in the attendance report to Heidi (we will give you those reports on the last day of school). Can be completed on School Wrap-Up Day - July 8th**
- Dust off computers, projectors and any other electronics. Use can of air to blow off dust from devices (*while they are turned off - cans of air are available in Bryan's office*).
- Any classrooms that need new floor coverings should clear the floor of all furniture, bookcases, shelves, etc. so that the floor can be replaced.**
- Any classrooms that need painting need to have everything removed from the walls.**
- Keys: If you are returning, you may keep your keys through the summer. If not, they must be turned in when you check out.
- Please complete the contact information below with your summer contact info (*if anything has changed*).
- Please take home any personal items of value.
- Sign this checklist when complete and review with Bryan before you leave for summer break.

Contact Info Update (*if anything has changed*)

Name: _____

Address: _____

Phone: _____

Teacher Signature: _____

Grade: _____

Principal Signature: _____