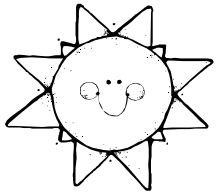
Washington Classified - Year End Checkout 2021



Name_____

Please complete each item below, return to Office Manager by June 11th

	Staff Initials
Keys - for departing staff, building keys returned & staff key check out form complete	
Locker - cleared and combination locks returned to office	
Personal Items I - remove items from staff refrigerator and staff lounge	
Personal Items II - remove personal items in classroom or work space, especially items of value	
Safety Vest - returned to Para Office	
Staff Mailbox - emptied	
Technology - laptop cleaned and checked out with TSS, If applicable	

Staff Signature_____ Date_____