

Washington Certificated - Year End Checkout 2022

Name _____

Room # _____

Please complete each item below, return to Office Manager by June 14th

	Staff Initials
Attendance Report Signature - signature on yearly attendance report with attendance secretary	
Classroom Special Instructions - posted on hallway classroom door for custodians	
Evacuation Safety Binder – return to box in office, labeled "Emergency Binders"	
Grade Books - turn in a hard copy (no digital) of gradebook, must include all students that have attended your class this year, even if they withdrew earlier in the year. Complete and attach grade book signature sheet to grades.	
Health Folders - red health folders returned to Nurse mailbox, with current year health plans	
Keys - for departing staff, building keys returned & staff key check out form complete	
Library Materials - return library materials	
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	
Report Cards - place copy of the report card (with grades for all three trimesters) in the student's cumulative folder by the last day of school	
* 5th Grade Teachers Only - pull files and place in appropriate middle school box in the office (Nurse will process health forms and immunizations)	

Staff Signature _____

Date _____



