

# Teacher Checkout List

*Please turn in on or prior to the last contracted work day.*

- \_\_\_\_\_ All Grades in Lumen
- \_\_\_\_\_ Class List of students 2021-2022 school year
- \_\_\_\_\_ Grade Book
- \_\_\_\_\_ Library equipment and books returned
- \_\_\_\_\_ Bills Paid
- \_\_\_\_\_ Classroom Inventory
- \_\_\_\_\_ Keys (If not returning)
- \_\_\_\_\_ Room Prepared for Cleaning (boxed, labeled, and all furniture labeled with teacher name)
- \_\_\_\_\_ Classroom Floor Plan (one in office and one posted in classroom)
- \_\_\_\_\_ Maintenance Requests
- \_\_\_\_\_ Purchase Orders
- \_\_\_\_\_ High Quality Professional Development Forms
- \_\_\_\_\_ Professional Development Hours
- \_\_\_\_\_ Non-Custodial Grade Cards
- \_\_\_\_\_ Updated Bus List
- \_\_\_\_\_ Student School Supply List

## **Summer Contact Information**

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(Address)	(City, Zip)
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(Phone Number)	(Home E-Mail)
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(Teacher Signature)	(Principal Signature)
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