

TINA-AVALON R-II SCHOOL
YEAREND CHECK LIST FOR TEACHERS

(Turn this checklist in when completed, no later than May 15.)

_____ Submit all requisitions for 2017-2018 school year to the office by May 15.

_____ All high school grades in SIS by May 12 @ 3 p.m.

_____ Elementary grades in SIS by May 12 @ 3 p.m. Grades and attendance recorded on student's permanent records by May 15.

_____ Bulletin board and wall decorations taken down.

_____ Equipment and teaching materials stored for summer.

_____ All grade books turned into Suzie's office. (This is hard Copy only not SIS)

_____ Lunches/bills paid by last day of school.

_____ Summer maintenance submitted to Mrs. Holcer by May 15.

_____ Inventories updated. Teachers keep a file of your inventory and update it each year. Email a copy of updated inventory into Mrs. Holcer.

_____ Elementary teachers make any adjustments necessary to the list of student school supplies for next fall and give to Suzie by May 15.

_____ Be sure Suzie has your summer address and phone number if different than on list at the beginning of school.

_____ Keys: []Turned into the office. []Kept for the summer.

Any suggestion for changes to the Student Handbook, submit by May 15.

Have a great summer!!!

Teacher Signature/Date

Tina-Avalon is BEST! Better Education Starts Today!