

**CUBA INDEPENDENT SCHOOLS
INSTRUCTIONAL ASSISTANT CHECKOUT FORM**

SCHOOL YEAR _____

SCHOOL SITE: _____

STAFF NAME: _____

NA	YES	NO	DATE	
				1. All materials, staples, tape, etc. has been removed from walls, doors, etc.
				2. All books, materials, software, disks are neatly labeled/stored in closet.
				3. Inventory is labeled and filed in filing cabinet.
				4. All equipment labeled and inventoried (computers, printers, desks, tables, etc.
				5. All audio visual equipment labeled and placed in a secure location.
				6. Instructional assistant has checked for licensure expiration date.
OTHER COMMENTS:				

Principal Signature

Employee Signature

Date