

**CUBA INDEPENDENT SCHOOLS
COUNSELOR CHECKOUT FORM**

SCHOOL YEAR _____

SCHOOL SITE: _____

COUNSELOR: _____

NA	YES	NO	DATE	
				1. Teacher has checked for licensure expiration date.
				2. Summer addresses have been submitted to secretary.
				3. Submit grade sheets and/or grades posted in the permanent records.
				4. List of repairs needed has been submitted.
				5. Room keys are appropriately labeled and returned.
				6. Secure all confidential files in a fire-proof cabinet.
				7. Cumulative Records Updated and forwarded to next school if appropriate.
				8. Student Schedules have been completed and saved on computer.
				9. Current year data (students, schedules, grades, transcripts etc) has been archived.
				10. List of student scholarships awarded with amounts submitted.
				11. New school year data has been rolled over and ready to begin year.
OTHER COMMENTS:				

Principal/Designee Signature

Employee Signature

Date

Special Education Director