

**CUBA ELEMENTARY TEACHER CHECK-OUT FORM
CUBA INDEPENDENT SCHOOLS**

SCHOOL YEAR _____

Teacher's Name: _____

Grade/Department: _____

Please have each item checked and initialed (even if it's not applicable) by the person whose TITLE appears on the left side in each section. When complete, turn in to principal.

ITEM	CHECKED OFF BY	MEMO
A. LIBRARIAN		
1). AV Equipment, Library Books/Videos, Other, Returned		
B. SECRETARY/PRINCIPAL		
1). Room Repair Requests		
2). Updated Student Debt List		
3). Pay Office Debts (Lunch, etc.)		
4). Textbook Inventory		
5). Room & Equipment Inventory		
6). Receipt Books		
7). Supplies/Equipment Requisitions		
8). Textbook Requisitions		
9). Summer Address Forms		
10). Purchase Order sign off		
11). Time Sheets; Time/leave record verif.		
12). Keys - Labeled and returned		
13). Submit Grade Book		
14.) Student Assessment Portfolios up-dated and completed		
15.) Report cards submitted for mailing		
16.) Textbooks boxed and tagged ready for moving		
17.) List of Repairs submitted		
18.) Reflection on PDP		
Note: School Board Policy requires that all Staff turn in school keys at the end of the school year. NO EXCEPTIONS PLEASE		
C. COUNSELOR		
1). Report Cards Submitted		
2). Grades/Attendance Posted in Cum. Files		
3). List of Student Retentions		

Principal's Signature

Date

ALL SPECIAL ED. STAFF MUST CHECK OUT WITH THE SPECIAL EDUCATION COORDINATOR BEFORE YOU LEAVE FOR SUMMER BREAK!!!