

**CUBA INDEPENDENT SCHOOLS  
LIBRARIAN CHECKOUT FORM**

**SCHOOL YEAR** \_\_\_\_\_

**SCHOOL SITE:** \_\_\_\_\_

**STAFF NAME:** \_\_\_\_\_

NA	YES	NO	DATE	
				1. Teacher has checked for licensure expiration date.
				2. Equipment inventory has been submitted.
				3. List of repairs needed has been submitted.
				4. Room keys labeled and returned.
				5 Submitted & collected for lost and damaged books.
				6. Library books, materials, or A.V. equipment has been returned to library.
				7. Teacher is cleared of any fines in the library.
				8. PDP Reflection (MANDATORY)
OTHER COMMENTS:				

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date