

**CUBA INDEPENDENT SCHOOLS
SECRETARY CHECKOUT FORM**

SCHOOL YEAR _____

SCHOOL SITE: _____

STAFF NAME: _____

*** Note: Some items may not apply; check “NA” for those items.**

NA	YES	NO	DATE	
				1. All charges (cafeteria) have been collected
				2. E's, R's, & W's Report for school year completed.
				3. Staff Absentee Report submitted.
				4. Lunch Reports completed.
				5. Money accounted for and receipted.
				6. All debts cleared and accounted. / HS updated student debt list.
				7. Supply order for school and office submitted.
				8. Requisitions submitted.
				9. Textbook orders submitted to CO.
				10. Furniture and Equipment inventory has been submitted.
				11. Room Repair Request have been submitted to CO
				12. Room keys labeled and returned to CO.
				13. Summer Address /Payroll information
				14. Fire drill final report submitted to CO.
				15. Telephone logs completed and submitted to CO.
				16. Teacher's packets are all sorted and stapled.
OTHER COMMENTS:				

Principal Signature

Employee Signature

Date