

**CUBA INDEPENDENT SCHOOLS
SPECIAL EDUCATION INSTRUCTORS CHECKOUT FORM**

SCHOOL YEAR _____

SCHOOL SITE: _____ STAFF NAME: _____ ROOM #: _____

NA	YES	NO	DATE	
				1. Teacher has checked for licensure expiration date.
				2. List of students being retained has been submitted.
				3. Library books, materials, or A.V. equipment has been returned to library
				4. All classroom/desk supplies computers/printers properly stored.
				5. Summer addresses have been submitted to secretary.
				6. List of repairs needed has been submitted.
				7. I.E.P.'s Complete.
				8. Caseload, hardcopy
				9. Special Education Inventory of equipment, books .
				10. Special Education Progress Reports
				11. Special Education Binders
				12. All documents filed properly, no loose documents, working files turned in.
				13. PDP Reflection (MANDATORY)
				14. Laptops turned in.
				15. Senior and Eighth Grade Transcripts
OTHER COMMENTS:				

Principal Signature

Employee Signature

Date

Special Education Director Signature