

**CUBA INDEPENDENT SCHOOLS  
TEACHER, GRADES 6-12 CHECKOUT FORM**

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

**SCHOOL SITE:** \_\_\_\_\_ **STAFF NAME:** \_\_\_\_\_ **ROOM #:** \_\_\_\_\_

NA	YES	NO	DATE	
				1. Teacher has checked for licensure expiration date.
				2. Class record book has been submitted.
				3. Lesson Plan book has been submitted.
				4. List of retainees has been submitted.
				5. Textbook inventory has been submitted.
				6. Library books, materials, or A.V. equipment has been returned to library
				7. Teacher is cleared of any fines in the library.
				8. All textbooks have been stored properly.
				9. Summer addresses have been submitted to secretary.
				10. Submit grade sheets and/or grades posted in the permanent records.
				11. District curriculum guide has been returned.
				12. Equipment inventory has been submitted.
				13. List of repairs needed has been submitted.
				14. Room keys labeled and returned.
				15 Submitted & collected for lost and damaged books.
				16. Return Final Examination.
				17. Test score forms filled out with this year's test scores for grade level.
				18. PDP Reflection (MANDATORY)
OTHER COMMENTS:				

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

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

\_\_\_\_\_  
Date