

Year End Exit Checklist

All certified staff will complete the exit checklist below at the end of the year before leaving on the last day. All materials and resources purchased with Kennedy School funds are to be left at Kennedy School.

If you are leaving District 81, you must be checked out by the principal before your certificate is returned to you. All materials and resources purchased with District 81 funds are to remain in District 81.

- ___1. Desk cleared.
- ___2. Counters and window ledges cleared as much as possible.
- ___3. Technology equipment should be locked in storage locker and key should be returned with this checklist to Donna or Melissa.
- ___4. Student desks, lockers empty and clean.
- ___5. Manuals, testing materials locked up.
- ___6. Personal items removed from teachers' lounge.
- ___7. Report cards in student files.
- ___8. Portfolios sent to the next grade should contain: A beginning and end of year math exemplar, MAP scores spring (Student report), IRI coversheets, beginning and end of year writing sample.
- ___9. Notify office if you have a summer telephone number.
- ___10. All required reports complete.
- ___11. Borrowed materials returned to library, book room, etc. and put in the right place
- ___12. All evaluation forms complete.
- ___13. Return lunch lanyards to Cindy
- ___14. First Year teachers and teachers not returning must be checked out by Melissa or Donna personally before you leave. We will ask you that you show us the inventory in your classroom and submit your room key and key card.

Teacher signature: _____

Date: _____

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