

Grand Isle Supervisory Union

5038 US Route 2 North Hero, Vermont 05474

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Administrator End-of-Year Checklist

Below is a non-exhaustive list of items required to complete your duties for the current school year. All items must be completed, and this form signed and submitted to the superintendent's office no later than June 30.

DIRECTIONS: Initial each item as indication that it is completed:

_____ All Staff End of Year Check List Forms completed and received (hold for six months).

_____ You completed a Staff End of Year Check List Form and submit with this form.

_____ Summer maintenance/cleaning schedules reviewed with appropriate staff.

_____ School attendance records/registers completed and submitted with this form.

_____ Your planned summer work/non-work schedule submitted with this form.

_____ Summer contact information submitted with this form (if different than regular).

_____ Business Office Items (see memo from Rob) completed, including:

- Obligating FY18 Finds
- Deposits for checks and cash on hand
- Food Service Paperwork Completed
- Payroll and "extra workers" Completed
- Grant Funds Finalized
- Annual Inventories Submitted

_____ SPED/504/EST/other files properly collected, transferred and/or stored.

_____ All required State reports completed (i.e. CIRS, SECT, Safe and Healthy Schools, Civil Rights Data, etc.) and submitted with this form.

*Signing below confirms end of year tasks are completed as required
and the school year has been closed successfully.*

School Name: _____

Administrator Signature

Date