

Grand Isle Supervisory Union

5038 US Route 2 North Hero, Vermont 05474

Phone: 802-372-6921 Fax: 802-372-4898 Web Site: www.gisu.org

End-of-Year Staff Check-Out

DIRECTIONS: Return this signed form to the administrator prior to the end of your final day of work this school year. If an item doesn't apply, then enter "n/a". Have appropriate personnel initial that your item is complete (i.e. food service initials that your bill is paid, principal initials that your timesheets are submitted, etc.). Some items may require your initials as a self-check.

- _____ Keys turned in (or approved for summer use).
- _____ Handbooks (i.e. staff guides, Safety Books, etc.) turned in.
- _____ Final grades completed as per school protocols
- _____ Inventories completed and submitted.
- _____ Student Cumulative Files updated (including class lists, report cards, etc.)
- _____ Lunch bill paid in full.
- _____ Computer equipment returned (or approved for summer use).
- _____ Maintenance repair requests submitted to principal.
- _____ SpedDoc updated/Time logs completed/IEPs delivered to SU/Etc.
- _____ Room/space organized and prepared for summer cleaning.
- _____ FY19 purchase requests ready for July 1.
- _____ Student IEPs/504/ESTs returned/transitioned to appropriate case managers.
- _____ Lesson Plan Book (or digital file) submitted to Principal.
- _____ Literacy profiles/portfolios/academic items/etc. transitioned to next teacher.
- _____ Library books turned in.
- _____ SECT Data entered completely and accurately.
- _____ Timesheets Completed (if appropriate)

By signing below you are indicating this list is completed appropriately.

Staff Name

School

Staff Signature

Date