

END OF THE YEAR CHECKLIST

May 22, 2015

- _____ 1. Turn in all student receipt pages (used & unused to office)
- _____ 2. Ensure that all lunches are paid in full.

May 22, 2015

- _____ 1. Grades due on computer or turned in to principal. Points sheet turned in also.

May 22, 2015

- _____ 1. 1st – 3rd grade teachers turn in DRA Kits to office
- _____ 2. Homeroom teachers turn in honor roll – 6th 6 weeks – folder in office

May 22, 2015

- _____ 1. Office record folders (Homeroom Tchrs) – place promotion/retention labels on cum folders (cannot print these until off Jpams until after SBLC mtg. Thurs.)
- _____ 2. School Learning Compacts (turn in to office, we must retain these for 3 years –
- _____ 3. Internet Agreements (file in student's cumulative folder – we will not have to resign these yearly – only for new students without one)
- _____ 4. Report cards – Add appropriate insert for students who are being retained
Add info about supplies/fees for next year's grades - Add 3rd, 4th, 7th & 8th
grade info – add awards
--Address, stamp, and do not seal envelopes --Place in box office
- _____ 5. Promotion/Retention List – every child must be on one list or the other. Sp. Ed.
Students will not be retained (unless SBLC & parent agree)
- _____ 6. Manuals, Lesson Plan Books, Guides to Statewide Assessments, Curriculum
Guides, (Transitional) Comprehensive Curriculum, GLE Notebooks (wrap in bundle and
leave on teacher's desk or other designated spot known to principal), Common Core State
Standards
- _____ 7. Grade Books-- make sure gradebook is accurate with grades and
absences – it is the official record
-- All materials bought with school or state monies must remain at the school.
- _____ 8. Recommendations of students who should be separated – list students in class
this year who have personality conflicts – place list in folder
- _____ 9. Place copies of benchmark assessments from SIP.