



Warren County Schools END OF THE YEAR CHECKOUT

This packet gives a list of items to be completed by each teacher before the end of the school year. All items on this final checkout must be properly initialed by the designated person before the last teacher workday.

Teacher Name: _____
Grade/Subject: _____
Summer Address: _____

Telephone #: _____

Principal

- _____ Summer maintenance request
- _____ Grade book (K-2) / Lesson Plans
- _____ Proposed class list for next year (**Elementary**)
- _____ Textbook Inventory
- _____ Classroom Furniture Inventory (**use attached sheet**)
- _____ Promotion/Retention List (*portfolio required if being retained*)
- _____ Read to Achieve Student Portfolio (Grades K, 1st, 2nd, 3rd)
- _____ Completed Personalized Educational Plans
- _____ Keys in a sealed envelope with your name and room number
- _____ Energy Education Summer Shutdown
- _____ Exit Interview (Teacher Summative and/or Final Evaluation for Classified Staff)

Guidance Counselor

- _____ All up-to-date cumulative folders (grades, EOG reports, attendance, picture, etc) (k-8)

(Follow directions for order of the cumulative folder)

Media Coordinator

- _____ Inventory of all technology equipment that is stored in classroom (incl. property tag ID number)
- _____ All library material should be returned to library
- _____ Returned laptop with power supply and cases

School Bookkeeper

- _____ Receipt books & End of Year Balance sheet completed
- _____ List of outstanding fees and book fines
- _____ Timesheets / travel / tuition reimbursement request
- _____ WCS issued ID Badge

Note: Any funds not deposited must be submitted to school bookkeeper

Data Manager

- _____ Final grades submitted
- _____ Undistributed report cards

EC Director/Compliance Specialist

- _____ EC EOY Checkout List
- _____ Secured Location of Records List
- _____ Case Manager List
- _____ List of students transitioning (PreK to K, 5th to 6th, & 8th to 9th)
- _____ EC Annual Review Monitoring Document (**EC Teachers only**)

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____



Warren County Schools

Cumulative Folder Order

1. Inspection Log (green)
2. Personal Data Sheet
3. Registration sheet (white)
4. Birth Certificate
5. Social Security Number
6. Custody Forms
7. Test Data
8. Scholastic Record
9. Annual Progress Report/Report Card
10. Attendance Summary (From student information system)
11. Home Language Survey
12. Occupational Form
13. Health Forms (health card, immunization form, Kindergarten Health Assessment)
14. Miscellaneous Data

Place pictures on inside of cumulative folder (not on elementary scholastic record) in order with date below. (Do not staple pictures.) If a picture was not taken, write "No Picture" in black ink and put date below it. Do not remove previous pictures unless they need to be placed in order. If you have questions or you are not sure, please ask your School Guidance Counselor.



Classroom Inventory

Classroom Teacher: _____

Room #: _____

School Location: _____

Item Description	Condition	Quantity	WCS Asset Tag #	Serial Number