

MULTIGRADE SCHOOLS CLOSING CHECK SHEET

For all Teaching Principals and Teachers 2011-2012

Name: _____ Date Completed: _____

_____ 1. **Daily Register – For each elementary classroom K-8.**

- _____ a. All entries are done in INK.
- _____ b. Teacher's name, school, grade, and year should appear on each Register.
- _____ c. Each Register should be properly filled out with: student's name, grade level, gender, age, birthdate, days absent, present, tardiness, and totals. (pages 8-31)
- _____ d. Scholarship Record (pages 32-35) must be filled in with only the final average grades for each subject and grade level assigned for next year for K-8. Kindergarten final grade is optional – but it is required that the grade designation for next year be recorded.
- _____ e. Parent information. (pages 40-45)
- _____ f. Checked by another teacher (except for one-teacher schools). **It is important that Registers are checked before bringing them to the Office of Education. Teachers sometimes take another position or leave for the summer making it difficult to get information that is not recorded.**
- _____ g. Give Register to Teaching Principal.

_____ 2. Cum Folders:

- _____ a. Student Yearly Progress Report for each child.
- _____ b. Math level recorded or indicated.
- _____ c. Days present, absent, and tardy recorded.
- _____ d. Checked for completion by another teacher (except for one-teacher schools).
- _____ e. Cum Folders stored in locked file.

_____ 3. All Progress Reports mailed to parents.

_____ 4. Textbooks inventoried and stored neatly.

_____ 5. Supplies:

- _____ a. Place all P.E. equipment – with inventory – in a box and put a second copy of the inventory in teacher's desk.
- _____ b. Order new P.E. equipment and repair all old equipment.
- _____ c. Sort, organize, and discard (where needed) all teaching materials. Write an inventory for teacher's desk and order materials for next year.
- _____ d. All leftover expendable supplies such as rulers, scissors, paste, etc. are in a neat, organized fashion.
- _____ e. Take down room flag, roll it in paper, and place it back in the holder.

_____ 6. Take down all materials from bulletin boards, etc.

_____ 7. Clean, straighten, and organize all storage shelves, leave room clean and tidy.

_____ 8. Check in all library books, record losses or damage, and assign charges.

_____ 9. Tape paper in front of all storage shelves.

- _____ 10. Check desks for cleanliness, excessive wear, or damage, and assign damage charges.
- _____ 11. Leave copies of the following in teacher's desk:
 - _____ a. Teacher's editions of textbooks
 - _____ b. Names of the students expected to enroll in each grade for the coming year.
- _____ 12. Turn in dental, vision, and chiropractic receipts to Insurance Office (HCAP) at the Conference Office for reimbursement.
- _____ 13. Turn in keys: room, desk, file, etc.
- _____ 14. Please complete and return the following forms to your Teaching Principal:
 - _____ a. Application for Professional Activity Credits (*due June 7*)
 - _____ b. Tuition Waiver Authorization and Transcript Release Form.
 - _____ c. Employee Attendance Records (*due June 7*).
 - _____ d. Closing Report, page 51.
 - _____ e. K-8 Curriculum and Textbook List (Order form for local Conference Office of Education found in 2007-2008 Textbook List, p. 93)
 - _____ f. All two pages of the Closing Check Sheets. (*due June 7*)
- _____ 15. **For Teaching Principals only.** Please complete and return the following forms:
 - _____ a. Pacific Union Conference Teacher Printout Form (*due June 7*).
 - _____ b. K-12 Closing Report and SR105 – use information from 14d above (*due June 7*).
 - _____ c. Substitute Teacher Reports (*due June 7*).
 - _____ d. Bookkeeping Materials to Auditing (*due June 30*).
 - _____ e. Information for Church Subsidies Form (*due June 28*).
 - _____ f. Tuition and Fees Form for 2012-2013 School Year (*due June 28*).
 - _____ g. Annual School Progress Report (*due July 11*).
 - _____ h. Vacation Carry-over Request (12-month employee) Form (*due July 11*).

TEACHING PRINCIPALS
Please return all forms for your teachers by
June 7, 2012
to the Office of Education