

MULTIGRADE SCHOOLS CLOSING CHECK SHEET
For all Teaching Principals and Teachers 2015-2016

Name: _____ Date Completed: _____

- _____ 1. 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.

- _____ 2. All Progress Reports mailed to parents.

- _____ 3. Textbooks inventoried and stored neatly.

- _____ 4. 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.

- _____ 5. Take down all materials from bulletin boards, etc.

- _____ 6. Clean, straighten, and organize all storage shelves, leave room clean and tidy.

- _____ 7. Check in all library books, record losses or damage, and assign charges.

- _____ 8. Tape paper in front of all storage shelves.

- _____ 9. Check desks for cleanliness, excessive wear, or damage, and assign damage charges.

- _____ 10. 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.

- _____ 11. Turn in dental, vision, and chiropractic receipts to Insurance Office (HCAP) at the Conference Office for reimbursement.

- _____ 12. Turn in keys: room, desk, file, etc.

- _____ 13. Please complete and return the following forms to your Teaching Principal:
- _____ a. Application for Professional Activity Credits (*due June 10*)
 - _____ b. Tuition Waiver Authorization and Transcript Release Form.
 - _____ c. Employee Attendance Records (*due June 10*).
 - _____ 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 10*)

- _____ 14. **For Teaching Principals only.** Please complete and return the following forms:
- _____ a. Pacific Union Conference Teacher Printout Form (*due June 10*).
 - _____ b. K-12 Closing Report and SR105 – use information from 14d above (*due June 10*).
 - _____ c. Substitute Teacher Reports (*due June 10*).
 - _____ d. Bookkeeping Materials to Auditing (*due June 30*).
 - _____ e. Information for Church Subsidies Form (*due May 2*).
 - _____ f. Tuition and Fees Form for 2016-2017 School Year (*due June 24*).
 - _____ g. Annual School Progress Report (*due July 7*).

TEACHING PRINCIPALS
Please return all forms for your teachers by
June 10, 2016
to the Office of Education