

**MULTIGRADE SCHOOLS CLOSING CHECK SHEET**  
For all Teaching Principals and Teachers 2018-2019

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 CEU (*due June 9*)
- \_\_\_\_\_ b. Tuition Waiver Authorization and Transcript Release Form.
- \_\_\_\_\_ c. Employee Attendance Records (*due June 9*).
- \_\_\_\_\_ d. Closing Report, page 51.
- \_\_\_\_\_ e. All two pages of the Closing Check Sheets. (*due June 9*)

\_\_\_\_\_ 14. **For Teaching Principals only.** Please complete and return the following forms:

- \_\_\_\_\_ a. Pacific Union Conference Teacher Printout Form (*due June 9*).
- \_\_\_\_\_ b. K-12 Closing Report and SR105 – use information from 14d above (*due June 9*).
- \_\_\_\_\_ c. Substitute Teacher Reports (*due June 9*).
- \_\_\_\_\_ d. Bookkeeping Materials to Auditing (*due June 30*).
- \_\_\_\_\_ e. Tuition and Fees Form for 2017-2018 School Year (*due June 23*).
- \_\_\_\_\_ f. Annual School Progress Report (*due July 7*).

**TEACHING PRINCIPALS**  
**Please return all forms for your teachers by**  
**June 9, 2017**  
**to the Office of Education**