

Teacher's End of Year Checklist

Items to be completed before post school week ends

- Ensure daily attendance and "Blue Book" data are correct on NAD Dashboard
- Cum folders for each child completed and filed
- Report cards mailed to parents
- Summer address (if different from school year address):

- Textbook inventory sheet completed and on file with school board chair
- Textbooks stored for next year
- Textbooks ordered (or plans to order them are prepared)
- Classroom inventory equipment inventory updated and filed with board chair
- Classroom neat and clean including:
 - Art supplies stored
 - Bulletin board and display materials removed and stored or discarded
 - Pupils' desks clean inside and out
 - Teacher's desk clean inside and out
- All audio visual materials returned to proper place
- All keys turned in (if not returning to the school in August)
- Report turned in on classroom repairs needed - give to board chair
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Signature of Teacher _____ School _____



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