

# Teacher's End of Year Checklist

Items to be completed before post school week ends

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- ☐ 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

Signature of Teacher \_\_\_\_\_ School \_\_\_\_\_



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