

Teacher's End of Year Checklist

Items to be completed before post school week ends

- Daily register or electronic equivalent completed, checked over, and sent to NCC
- 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 turned in
- Textbooks stored for next year
- Textbooks ordered
- Classroom inventory equipment inventory sheet completed and turned in
- 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
- Students' lockers cleaned inside and out
- All keys turned in (if not returning to the school in August)
- Report turned in on classroom repairs needed
- Yearly school evaluation progress report completed and sent to the Conference
- Personnel Action Forms for hourly workers not continuing during the summer

Signature of Teacher _____ School _____



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