

JFK HIGH SCHOOL
TEACHER CHECK OUT FORM 2018-2019

Please complete all items then report to the principal before you leave for the summer.

Staff Member _____ **Room Number** _____ **Date** _____

Housekeeping:

- Work Orders:** Submit any requests for classroom repairs and improvements. **DUE 6/7** _____
- Purchase Orders:** Consider this your fall start up order. Be specific with your orders. Include the full name, address/zip of the vendor. When ordering textbooks, be sure to include title, stock number, quantity, any discounts, etc. There is no shipping fee on books if ordered through NW Textbook Depository. Be sure to indicate on order—**HOLD FOR WESD-WILL CALL**. Purchase Orders without accurate item numbers and other information will be held until you return in August. **DUE 6/7** _____
- Print Professional Growth Summary Report. Sign and submit a copy to the building administrator and keep a copy. **DUE 6/14** _____
- Repair textbooks. **DUE 6/14**
- Clear off desks and counters. **DUE 6/14**
- Place projectors and classroom technology in secure area such as classroom closet. Label with masking tape and Rm #. **DUE 6/14**
- Clear floors except desks and chairs (books may stay on bookshelves.) **DUE 6/14**
- Put loose items (supplies and personal) in boxes with your name on it. Label your items with masking tape (name and room number.) **It is recommended that you take personal belongings home, as the school will be used over the summer.** (The floors will be waxed and things will be moved around.) **DUE 6/14**
- Clear out any of your food items or containers that are in staff room (or other) refrigerators. **DUE 6/14**

Academic Reporting: (Hard copies of the following need to be turned into the office)

- Print grade sheet for all classes and **both semesters**. Please three whole punch and label top sheet with your name. **DUE 6/14** _____ **Rec'd by Office** _____
- Standards Report, if available. **DUE 6/14** _____ **Rec'd by Office** _____
- Work sample documentation (completed or in process). **Due 6/14** _____ **Rec'd by Office** _____

Inventory:

- Textbook fines for missing books to office, including cost of replacement. **DUE 6/4 for Seniors & 6/14 for 9-11th** _____
- Complete classroom inventory in google forms. **DUE 6/11** _____
- Complete MASD Technology Inventory Verification sheet and submit to the office. **Due 6/11** _____
- PE teachers and coaches: clean storerooms, offices, and make sure all equipment and uniforms have been cleaned. Remove locks from lockers and store with combination list. **DUE 6/14**
- Put books to be discarded outside your room in boxes clearly labeled SURPLUS. Check with the principal before discarding books. **DUE 6/14** _____
- Turn in completed technology check out form if requesting to take home instructional technology. **Due 6/14** _____
- Return Keys to office: They will be tagged and returned to you in the fall. **DUE 6/14** _____ **Kept: _____ (email attached)**
Rec'd by Office _____

Contact Info for Welcome Back Letter:

- If your mailing address will change over the summer, please indicate here:
My updated address will be:

- Record summer contact telephone number here: _____

Principal's Signature indicating Professional Growth Summary Report and Teacher Check-Out Form are Complete:
DUE 6/14