

School District of Bayfield Teacher Checkout List

Items to Complete

- All approved budget requisitions to District Office
- All expense vouchers and receipts to District Office
- All financial obligations paid—including lunch bills
- Timesheets for co-curricular contracts to District Office
- Class lists for next year to Principal
- Student checkout lists to Principal
- Current year purchase orders received in full
- Checkout equipment for summer – attach list of equipment with serial numbers
- Fixed Assets checkout sheets to District Office
- Inventory books
- Clear and clean chalkboards
- Clear and clean desks
- Clear bulletin boards
- Clear walls
- Clear cork strips
- Cover bookshelves
- Student records to appropriate staff (IEP's, portfolio's, etc.)
- All materials to LRC Director
- All materials to PE Instructor
- All materials to Art Instructor
- All materials to Music Instructor
- All materials to Title I/Reading
- All AV equipment to the LRC (digital camera's, overhead projector's, VCR's, DVD's, LCD projector's, TV's on carts, etc.)
- Personal items taken home (refrigerator's, coffee makers, boom boxes, CD players, clothing, shoes, etc.)
- Summer voicemail message in place

 Staff Member's Name

 Grade/Room

 Principal (signature)

 Summer Address (If different)

 Telephone Number

YOU MUST RETURN YOUR CHECKOUT LIST TO THE PRINCIPAL!

APPROVED: June 14, 2010