

# CLOSING CHECK SHEET

## Due to SCCOE June 2, 2015

Teacher: \_\_\_\_\_

School: \_\_\_\_\_

### Please Check (☐) Those Items That Apply to You.

1. \_\_\_\_\_ RenWeb – The following areas are completed:
  - a. Attendance (Totals for each 9 weeks, withdrawals, etc.)
  - b. Total school days = 180
    - \_\_\_\_\_ Total actual teaching days
    - 1<sup>st</sup> qtr \_\_\_\_\_ 2<sup>nd</sup> qtr \_\_\_\_\_ 3<sup>rd</sup> qtr \_\_\_\_\_ 4<sup>th</sup> qtr \_\_\_\_\_
    - \_\_\_\_\_ Total Parent-Teacher Conference Days
    - \_\_\_\_\_ Visitation Day: School visited \_\_\_\_\_ Date \_\_\_\_\_
    - \_\_\_\_\_ Number of Inclement Weather Days taken
    - \_\_\_\_\_ Number of Inclement Weather Days Made-Up
    - \_\_\_\_\_ Total school hours per week
    - Hours Mon – Thurs. \_\_\_\_\_ Hours Friday \_\_\_\_\_
  - c. Teacher Closing Report
  - d. Principal – School Closing Report
  
2. \_\_\_\_\_ Grade cards have been sent to parents if their account is paid.
  
3. \_\_\_\_\_ Junior Academy Grades sent to Southern Union
  
4. \_\_\_\_\_ Cum Folders are complete including:
  - a. Personal Data
  - b. Family Data
  - c. School History
  - d. WrAP Scores
  - e. Scholarship Record
  - f. ITBS Score Labels
  
5. \_\_\_\_\_ Textbook Inventory has been made of all school-owned books. The list is put in the teacher’s desk drawer and a copy given to principal.
  
6. \_\_\_\_\_ Textbook Order has been completed. A copy is in the teacher’s desk drawer and the original given to the principal.
  
7. \_\_\_\_\_ Place school inventory, curriculum guides, teacher’s editions, etc. in a safe place and leave a list of these items and where they are stored in the teacher’s desk drawer.
  
8. \_\_\_\_\_ Repairs: Make a list and give to the principal and put one in the teacher’s desk drawer.
  
9. \_\_\_\_\_ Your classroom/school is clean. If you are leaving, your keys have been turned in to the principal/school board chairperson.

10. \_\_\_\_ The following must be turned in to your principal which in turn will send to the conference office of education.
- a. Closing Check Sheet
  - b. RenWeb information
  - c. Classroom/School Inventory
  - d. Textbook Inventory
  - e. iPad – if not returning
  - f. ABC Order
11. \_\_\_\_ Certification Expiration Date
12. \_\_\_\_ My school has a student handbook with a “Non-discrimination Clause”
13. \_\_\_\_ My school has a constitution with a “Non-discrimination Clause”
14. \_\_\_\_ Principal: Check with the school treasurer to make sure your school account has been settled with the Conference Office of Education.
15. \_\_\_\_ Principal: All substitute forms are turned in plus any other information necessary to process the payroll – completed I-9 and W-4 forms

**THERE MUST BE A CHECK BY EVERY ITEM THAT APPLIES TO YOUR TEACHING POSITION.**

**PLEASE NOTE:**

- The closing Check Sheet, when completed and returned with the other required materials will be used to inform Treasury of clearance to issue your June check.
- You should work at the school through May 31 and return August 1 for solicitation of students, visiting in the homes and preparation of your classroom for the coming year.
- Please be accurate in providing your summer address. *Only complete this if your address will be different from your current residence.*

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

I WISH MY PAYCHECK TO GO TO THIS ADDRESS:  YES  NO

This teacher has satisfactorily completed the above items.

\_\_\_\_\_  
Principal/School Board Chairperson’s Signature