

End of the Year Checklist

Report Cards

- Please be sure that all report cards are signed and the new grade level (promoted/ retained) is checked.
- Envelopes and address labels will be put in your mailbox.
- Report cards will be mailed home on Monday June 19th.
- Remember, please two-side the report cards/cover sheet.
- Absolutely nothing may accompany the report cards.
- Please label and seal all envelopes before giving them to Cathy.

School Improvement

- Be sure to complete both SIP documents with your information on how addressed the various activities from the plan

CA-60 Files

- Please make sure to file the final report card copy in the CA-60.
- Enter absences in the CA in full days.
- Sign your name in the grade column.
- *K-3- Print and file the final assessment report from MiStar DNA
- Fifth grade teachers should "clean out" the CA-60's of all extraneous items.
- MLPP Assessments for Kindergarten should be completed and filed.
- If you haven't already done so, school pictures need to be put in the CA's.
- Return all completed CA's to the original file drawer in the Office. Please keep them in alphabetical order. Fifth grade teachers should give their CA's directly to Cathy so that they can be forwarded to Middle School
- Please give the CA-60's of students who you know are leaving Arno to Cathy.
- If child is to be retained, please submit a copy of the signed parent agreement to me and file one in the CA 60.

Technology Reminders

- Disconnect your computer, VCR/DVD, and all other cables/cords only from the wall.
- Keep the computer, with cords connected, on the desk.
- Wrap the cords so they do not crimp, but bundle and leave on your desktop. Make sure the cords and equipment do not fall off the desk

- when custodians move the desk for floor cleaning.
- Place your computer monitor face down so it will not topple in the floor cleaning process.
 - Keep your phone on your desk.

 - Clean out your computer files (inbox, deleted and sent) by August 1 when they move your files to Google. Please unplug all computer-related items (printer, scanner and student monitors) and place them on the student computer table in your room. Please wrap and tie the cords.
 - All document cameras/ projectors should be left in the classrooms.
 - TV-VCR remotes, sound amplification neck microphones, hand-held microphones and hand-held chargers should be locked up.

Material Reminders

- Any teaching materials borrowed from the Teacher Resource Room should be returned in the same condition.

Maintenance Requests

- All items on counter tops, under windows, etc., must be stored in cabinets or cubbies and covered with paper. The maintenance staff will be cleaning windows, etc., over the summer and need to be able to work “barrier free.”
- Please list any repairs needs in your room or items which require special maintenance attention on the form which will be placed in your mailbox. **Leave it in Tim’s mailbox in the Office.** Please be sure to include your room number.
- Anything to be discarded should be placed in the hallway and CLEARLY MARKED AS TRASH.

Final Checkout (Check out with Cathy before you leave for the summer.)

- Report Cards—labeled and sealed—to Cathy
- List of students who will be retained.
- Record of Professional Development (signed) to Steve