



End-of-Year Checklist 2021-2022

Name:		Grade:	Room #:
Initial	Point Person	Description	
_____	McIntosh	Class Lists Completed	
_____	Cerrone	Mission Statement, Beliefs Statement, and Cross in classroom	
_____	Teacher	Return extra bulk supplies to the closet across from admin offices	
_____	Teacher	Clean and stack desks/chairs in middle of the room	
_____	Jahnes	_____ Returning: iPad, iPad Charger, Laptop, and Laptop Charger _____ Keeping: Laptop and Laptop Charger	
_____	Jahnes	Remote controls for Sound Bar, TV, Apple TV, and/or Projector must be labeled with room number and returned.	
_____	McIntosh	Complete Cumm Folders (Will be completed together) <ul style="list-style-type: none"> ● Use blue ink only (NO white out) ● Write in "2021-2022," grades, attendance, and next grade level on back of folder ● Print and put a copy of final report card in folder- 8th grade report cards must have Mrs. Cummings' signature before filing. ● Front of folder: 2nd and 8th grade need to enter the sacraments on the front of the folder 	

		<ul style="list-style-type: none"> ● Front of folder: 8th grade needs to fill out information for receiving school (high school they will be attending) ● Inside front folder - attach Terra Nova sticker (2-8) ● Inside back folder - date, teacher name, grade and school name
_____	Cummings	Completed Self Evaluation Form (Hard Copy and Sign)
_____	McIntosh	Classroom Maintenance Requests Submitted (Electronically)
_____	Blue	Teacher Supply Orders
_____	Jahnes	Technology Maintenance (Electronically)
_____	Cerrone	Textbook Order Complete
_____	Cerrone	Completed Lesson Plans in planbookedu.com
_____	Blue	Emergency Packets
_____	Cerrone	TerraNova Data
_____	Messingschlager	Turn in radios to front office
_____	Cummings/ McIntosh/Cerrone	Final Classroom Walkthrough <ul style="list-style-type: none"> ● Desks/tables cleaned and all items removed ● Desks and chairs neatly stacked and placed in center of room ● Teacher's desk cleaned and neat ● All items on walls, bulletin boards, and doors removed/taken down including staples ● Trash placed in the hallway and labeled "Trash"

- If moving your classroom, please label all boxes with your name
- Classroom neat and orderly

All teachers must be signed out by 3:00pm on June 9th.

Keys: _____

Completed End-of-Year Checklist

McIntosh

