

# Howard Elementary Checklist for Closing 2018-2019

Name: \_\_\_\_\_

Classroom #: \_\_\_\_\_

Please obtain an initial, next to each task below, indicating completion below prior to your check out appointment with Allan, on June 15, 18, or beyond. Please schedule “check out” appointments on the sign-up sheet in the staff room.

## LIBRARY (Julie Hopkins): Due Date: June 3<sup>rd</sup>

\_\_\_\_\_ All teacher library books need to be returned to the library. If you need library books past the 3<sup>rd</sup>, please made arrangements



## CLASS LISTS (Lori Henry or Allan Chinn): Due Date: June 18

\_\_\_\_\_ Class lists completed and turned in for final review.

## STUDENT TECHNOLOGY (Peggy Vega or Allan Chinn): Due Date: June 19

\_\_\_\_\_ All student iPad COWs are to be taken to second floor outside the TSS Room or along the catwalk. If you do not have a cart, see Peggy or Crystal and they can get you an empty COW or rolling cart to transport devices.

## TEACHER TECHNOLOGY (Peggy Vega or Allan Chinn): Due Date: June 19

\_\_\_\_\_ All downstairs classrooms will need to leave out HDMI cables and adapters for ESY. With that one exception, all technology (doc cam, ENZO keyboards, remotes, microphones, pens, cables, etc.) should be locked inside a classroom cabinet.

\_\_\_\_\_ Complete the online device checkout form if you are taking home any staff/building/district laptops, iPads or other devices.

\_\_\_\_\_ Files have been saved to the 4j server, an external hard drive, or other cloud service. If not, the risk of losing files saved to staff laptops is understood.

## RECORDS (Lori Henry): Due Date: June 19

Cum records need to be completed in the following way:

\_\_\_\_\_ ~~**Permanent Record** cards updated. Be sure and complete the “evaluation” portion located at the bottom of the card. Cards can be found in each student’s cum file. See Lori if you have questions about the Synergy record card in files for new students.~~

\_\_\_\_\_ ~~Cum files are to returned to the office. 5<sup>th</sup> grade Cum folders are bundled together, labeled by room number, and returned to Lori.~~

\_\_\_\_\_ ~~Copy of report cards are placed in Cum folders.~~

## MISCELLANEOUS (Crystal Ericson): Due Date: June 19

### Keys (Crystal Ericson or Allan Chinn):

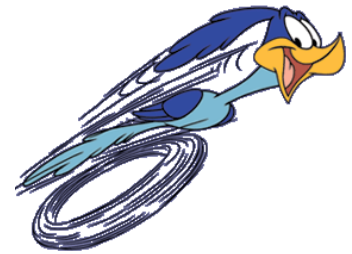
\_\_\_\_\_ If you are NOT returning to Howard, keys are turned in.

\_\_\_\_\_ If you are leaving your room, leave your filing cabinet keys and back cabinet keys in the locks.

**Classroom Items (Crystal Ericson or Allan Chinn):**

Please complete the following before leaving for the summer. This will assist us in our efforts toward in-depth cleaning and maintenance tasks.

- \_\_\_\_\_ If leaving your room, clear all surfaces (walls, ceiling, blinds, cabinets, doors, boards, and windows) of ALL hangings, pictures, posters, tape, staples, labels, push pins, etc.
- \_\_\_\_\_ Remove all loose materials (knickknacks, cup holders, picture frames, desk toys) from the tops of staff desks, student tables, file cabinets, counter tops, book shelves, etc. Materials should be stored in cupboards or moved to boxes or containers so they can easily be moved during summer cleaning.
- \_\_\_\_\_ Have students remove from their desks all stickers, nameplates, tape, gum, etc., and clean marks off both the interior and the exterior.
- \_\_\_\_\_ Remove everything from the glass so it can be cleaned.
- \_\_\_\_\_ Remove all items from under the sink for cleaning. Leave sink space empty.
- \_\_\_\_\_ School supplies are boxed up and stored in your classroom. Student belongings are taken home.
- \_\_\_\_\_ Food is removed from the classroom.
- \_\_\_\_\_ Post a map of your room layout on your white board if you want the team cleaning crew to put your furniture back.
- \_\_\_\_\_ Tape is removed from the tile floor and rug.
- \_\_\_\_\_ Hallway bulletin boards and walls are cleared.
- \_\_\_\_\_ Take plants and animals home for the summer.



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## SUMMER CONTACT INFORMATION

Name: \_\_\_\_\_

Summer Contact #s: \_\_\_\_\_ (cell)

\_\_\_\_\_ (home)

\_\_\_\_\_ (emergency)

Summer Address: \_\_\_\_\_

\_\_\_\_\_