

End of Year Day Checklist 2021-22

Name/Room # _____ / _____ Summer Phone# _____

Summer email address _____

Teachers who are moving from Holt to another school need to be aware of the following as it pertains to items purchased with the following funds:

- Items purchased with School District or PAHS funds? Stays with school
- Items purchased with Donor Choose funds? Can go with teacher
- Items purchased with Eugene Education Foundation funds? Stays with school

The checklist of items below needs to be completed between now and the close of school:

Student records and materials: (put a check next to each step that you have completed)

- ___ 1. All unclaimed student clothing items should go to the Lost and Found (not the office)
- ___ 2. **Report cards** may be printed no earlier than 1:30 pm on June 9th. **Teachers will print ONE SET of report cards***. (*Melanie will provide you with a list of 2 family households for students whose parents live in separate houses). Teachers do not need to make copies of report cards for cum files. Also, teachers do not need to complete or file permanent record White Cards.
- ___ 3. Journeys Anthologies and Bring a Writer materials should be boxed and ready to ship to the Ed Center. Any pieces staff want to keep for future use with students you may retain.

Classroom Space:

Each classroom should be left clean. All personal belongings should be boxed, labeled and stored in your classroom. Place surge protectors, etc on a shelf or in a drawer, unless connected to technology equipment.

- If you want to get rid of obsolete curriculum, place in a box, label as discard, and send it to the warehouse. Do not box up current curriculum without checking with Allan.
- Grade level materials may be stored in your classroom or commons.
- Leave your room set up like a classroom, as some rooms will be used by summer school programs.
- Valuables that you leave here should be locked in the coat closet or a closed cabinet. Summer users don't get cabinet keys. If you don't have a key to lock yours, please speak with Melanie..
- Stack your book crates neatly and in such a way that a hand-truck can fit under them
- Science Kit location & condition _____
- Diverse Classroom Libraries:
 - **If not moving:** Inventory books, cross any missing books off the inventory list, keep books in your room.
 - **If moving:** Inventory books, cross any missing books off the inventory list, leave bins in classroom and write the bin barcode number here: _____

****Please do not leave any items from your classroom in any other room of the building, including the front office, work rooms, staff room, Library, etc*****

Other:

- A. Complete the Technology Checkout Form (link coming) if you want to borrow any technology over the summer. If you leave your devices here, back-up your files, run the battery down to about 80%, shut it down, and turn in your laptop to the Technology Support Specialist or principal. .
- B. Clearing out your personal food items from the Staff Room refrigerator and cupboards.

Principal/Front Office Signature _____

Teacher Signature _____

Please complete other side for Ryan Brown

Bring in completed Checklist to Front Office before you leave

Holt Year End Classroom Checklist

Note: You may have your students help you to complete these items in your room prior to leaving for the summer. Please contact Ryan if you need any boxes.

Head custodian will sign-off the following items before you leave for the summer.

___ Use blue tape to place an X where you want your emergency binder holder moved to: It needs to be out from behind the door so you can just grab it as you exit your classroom. Must be adjacent to your door.

___ Unless you are going to use them next year, please clear all surfaces, walls, ceilings, cabinets, doors, white boards, and windows of unwanted items i.e. hanging tape, **staples**, labels, tacks, etc.

___ Have students remove from their desks all stickers, nameplates, tape, gum and clean marks off both the interior and exterior surfaces. (Use #64 cleaner and allow it time to set.) Custodians do not wash desks over the summer.

___ Remove all materials from the tops of staff desks, tables, file cabinets, light fixtures, countertops, moveable bookshelves, and any moveable furniture. These will be moved for cleaning and refinishing floors. Anything under or on windows needs to be removed for cleaning.

___ Remove books/material/items from moveable bookshelves **so that no more than 50% of bookshelf is filled with books or items.** *These items are moved during cleaning and are too heavy otherwise.*

___ All pets and plants are your responsibility. Take them home for the summer.

___ Remove all perishable food items from your rooms and commons. Unplug refrigerators, wipe out excess water (including from any melting ice in the freezer) and leave the doors propped open to air out.

___ **Leave doc-cams/microphones/cables/etc. connected as normal. Please don't take them out of your classroom and do not box them up.**

___ Leave student desks in regular classroom formation.

___ Provide a list describing items needing repairs or special attention. Email this to: brown_r@4j.lane.edu

___ Make a map of your room layout on a separate sheet of paper & post it on your whiteboard. Please note any desired changes.

Contact the principal if you have any questions.

Custodian Signature _____

Please complete other side for front office

Bring in completed Checklist to Front Office before you leave