**DIRECTIONS FOR CHECKING OUT**

**Before May 22nd**

**I. CLASSROOM**

* All food, pets, plants\*, personal carpets and rugs, and all upholstered furniture belonging to individuals, should be removed for the summer.
  + \*Plants can be kept at school if you are willing to water them during the summer.
* All counters and desks should be cleared off to facilitate cleaning and moving furniture.
* Storage inside desks, file cabinets, rolling cabinets is okay.
* Remove all personal items from counters and shelves.
* Make a map of the room layout on paper (this is for the summer cleaners).

*IF CHANGING ROOMS:*

* Identify classrooms to be moved and why.
* Box up materials to be moved and label them with your name and room number where you are moving.

*MEDIA*

* See April’s instructions for computers and iPads on next page.
* Lock up remote controls in cabinets.
* Books and materials that belong to ESD or 4J Media Services must be returned!
* If you are not returning, please see Shana about textbooks in your room***.***
* Return all textbooks & library materials to the library.
* ***If taking laptop and/or iPad home, sign attached checkout form and return to April. If you are not returning in the fall, all laptops and iPads must be returned to April also.***

**II. KEYS**

* If you are leaving Madison, please turn in your keys to Queenie when you check out.

**III GRADES**

* ***Please check with Rechelle so she can verify that all of your grades have been posted.***

**IV. Building Access During the Summer**

* If you need/want to come into the building during the summer to water your plants, get materials, etc, please let Jim know and read posted signs for wet paint and wet wax. - Thanks

***HAVE A GREAT SUMMER***

April’s Technology Instructions:

If staff want to checkout their laptops, iPads, or doc cams over summer, they need to fill out this form: [https://docs.google.com/forms/d/e/1FAIpQLSfh5IxXDanRq\_Fz5g75Dm9MGGMjbiNPFXJ73rhg4HXrZh3AZA/viewform?vc=0&c=0&w=1](https://docs.google.com/forms/d/e/1FAIpQLSfh5IxXDanRq_Fz5g75Dm9MGGMjbiNPFXJ73rhg4HXrZh3AZA/viewform?vc=0&c=0&w=1" \t "_blank).

If they do not want to take their laptops and/or iPads home, we can store them over summer in the tech office, the easiest way for that would be to have them give April a heads up and then leave it in April’s mailbox. Again April just need a heads up so she know to come in and put it away.  For classroom technology - anything that might get moved around during summer cleaning, like their doc cam and microphones, they should put a piece of tape with the room number on it.  Make sure all cables are up off the floor and not in the way of summer floor cleaning and be sure to remove batteries from microphones.  Leave printers plugged in to power and network cable if possible, POA will continue to pull page counts each month and can not do so if printers are unplugged, but understandable if the printer needs to be moved for summer cleaning.