

CLOSING CHECK SHEET

DUE: MAY 31, 20__

TEACHER: _____

SCHOOL: _____

PLEASE CHECK (T) THOSE ITEMS THAT APPLY TO YOU.

1. _____ Small School Minder – The following areas are completed:
 - a. Attendance (Totals for each 9 weeks, withdrawals, etc.)
 - b. Total school days = 180
 - _____ Total actual teaching days
1st qtr _____ 2nd qtr _____ 3rd qtr _____ 4th qtr _____
 - _____ Total Parent-Teacher Conference Days
 - _____ Visitation Day: School visited _____ Date _____
 - _____ Number of Snow Days taken
 - _____ Total school hours per week
Hours Mon. – Thurs. _____ Hours Friday _____
 - c. Teacher Closing Report
 - d. Principal – School Closing Report (send only SU form in Forms book)
**KY schools no longer send a copy to KY State Department of Education
 - e. Principal – Closing Report - Pre-Kindergarten Addendum (SU Form in Forms Book)
2. _____ Grade cards have been sent to parents if their account is paid.
3. _____ Junior Academy Grades sent to the Southern Union
4. _____ Cum Folders are complete including:
 - a. Personal Data
 - b. Family Data
 - c. School History
 - d. WrAP Scores
 - e. Scholarship Record
 - f. DIBELS Scores
 - g. ITBS Score Labels
5. _____ Textbook Inventory has been made of all school-owned books. The list is put in the teacher's desk drawer and a copy given to the Principal.
6. _____ Textbook Order has been completed. A copy is in the teacher's desk drawer and the original given to the Principal.
7. _____ Place School Inventory, curriculum guides, teacher's editions, etc. in a safe place and leave a list of these items and where they are stored in the teacher's desk drawer.
8. _____ Repairs: Make a list and give on to the principal and put one in the teacher's desk drawer.

9. _____ Your classroom/school is clean. If you are leaving, your keys have been turned in the principal/board chairperson.
10. _____ The following must be turned in to your principal which in turn will be sent to the COE:
- | | |
|-----------------------------|-------------------------------------|
| a. Closing Check Sheet | e. Classroom/School Inventory |
| b. School Minder Info | f. Textbook Inventory |
| c. Closing Report – Teacher | g. ABC Order |
| d. Closing Report - School | h. Medical Card –if you are leaving |
11. _____ Certification Expiration Date
12. _____ My school has a student handbook with a “Non-discrimination Clause.”
13. _____ My school has a constitution with a “Non-discrimination Clause.”
14. _____ **Principal:** Check with the school treasurer to make sure your school account has been settled with the Conference Office of Education.
15. _____ **Principal:** All substitute forms are turned in plus any other information necessary to process the payroll – completed I-9 and W-4 forms

THERE MUST BE A CHECK BY EVERY ITEM THAT APPLIES TO YOUR TEACHING POSITION.

PLEASE NOTE:

- ⊆ This Closing Check Sheet, when completed and returned with the other required materials, forms the report that the Conference treasurer will use in determining the issuing of your June paycheck.
- ⊆ You should work at the school through May 31 and return August 1 for solicitation of students, visiting in the homes and preparation of your classroom for the coming year.
- ⊆ Please be accurate in giving your summer address. We may need to contact you during the summer and your June and July paycheck will be sent to this address unless you indicate otherwise. *Only complete this if your address will be **different** than your current residence.*

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

I WISH MY PAYCHECK TO GO TO THIS ADDRESS: _____ Yes _____ No

This teacher has satisfactorily completed the above items.

Principal/School Board Chairperson's Signature