

## **Texico Conference of SDA**

### **Educator's Final Check Sheet**

- \_\_\_\_\_1. Registration information accurately and completely filled out in *Jupiter*.
- \_\_\_\_\_2. All promotions recorded in *Jupiter*. Grade cards issued to students whose accounts have been paid.
- \_\_\_\_\_3. Scholarship record completely filled out with period grades recorded in *Jupiter* and Data Rollup completed.
- \_\_\_\_\_4. Fill out special work to be done in summer.
- \_\_\_\_\_5. Closing Report completed on Dashboard.
- \_\_\_\_\_6. Dashboard updated for all graduates and those transferring to another school.
- \_\_\_\_\_7. Cumulative folders brought up to date, including individual reading cards.
- \_\_\_\_\_8. Textbook orders for next fall are completed.
- \_\_\_\_\_9. Pupils' desks have been cleaned and play equipment stored.
- \_\_\_\_\_10. Textbooks have been repaired with the marks erased from them and are stored according to subject and grade level.
- \_\_\_\_\_11. The materials of instruction, desk copies, teacher guides, textbook lists, etc. are stored in a safe place.
- \_\_\_\_\_12. All school library books have been returned and placed on shelves.
- \_\_\_\_\_13. An INVENTORY of school equipment has been turned in to the Conference Office, a copy filed at the school and a copy given to the school board chairperson.
- \_\_\_\_\_14. Classrooms and grounds have been left in good order.
- \_\_\_\_\_15. A list of needed improvements, repairs, equipment and professional materials has been given to the School Board Chairperson.
- \_\_\_\_\_16. The school keys have been returned to the appropriate person if need be.

I will be at the following address (if different from home):

\_\_\_\_\_

\_\_\_\_\_ Summer Phone Number \_\_\_\_\_

I have answered all questions and filled out this check sheet to the best of my ability.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
School Board Chairman Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date Completed

(Please print for signatures and return by U. S. Mail)