

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)