

TEXICO CONFERENCE
EDUCATOR'S LIFELINE
DUE: June 1, 2023

Name_____

School_____

FORMS TO BE SENT IN THIS MONTH:

- _____ 1. Educator's Lifeline Report
- _____ 2. School Board Minutes and Finance Report
- _____ 3. Classroom Closing Reports – Update on *Dashboard*
- _____ 4. *Jupiter* & Closing Reports on *Dashboard*
- _____ 5. Data Roll-up Complete with No Errors & School Frozen on *Dashboard*
- _____ 6. Vacation Request and Summer Work Summary (12-month employees only)
- _____ 7. Educator's Final Check Sheet
- _____ 8. Inventory - 1 copy filed, 1 copy sent to Texico Conference Office of Education

REMINDERS:

1. Before sending final reports to the Conference office all of the following **MUST** be completed.
 - (a) student registration information
 - (b) scholarship record
 - (c) parent information
 - (d) closing report updated on *Dashboard*
2. Order textbooks and supplies for next year.
3. Leave classrooms and grounds orderly.

COMMENTS, SUGGESTIONS, OR THOUGHTS YOU WOULD LIKE TO SHARE:

Educator's Signature_____

CONGRATULATIONS, YOU'VE SURVIVED ANOTHER SCHOOL YEAR!!!