

**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:**

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Educator's Signature \_\_\_\_\_

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