

YEAR END CHECKOUT LIST

My summer address is: Name _____

My summer phone number is: _____
(PLEASE CALL AND SCHEDULE A CHECK-OUT APPOINTMENT TIME. THIS
KEEPS YOUR WAIT TIME TO A MINIMUM.)

_____ I have turned in a log of attendance for each student that I have served as case manager for this entire school year.

_____ I have compiled a list of my students from Web Kidss for comparison with Diana's State MIS database and will hand carry it with me to the Coop.

_____ My inventory list has been turned into the office staff.

_____ I have turned in any student file that was requested for Summer Audit.

_____ I have turned in any classroom notebooks which document OT / PT or SLP services provided by paras or teacher.

_____ I have completed my PDC forms and have turned those into the office.

_____ I have turned in all files for those students who have closed (moved/exited) throughout the school year. This file contains all progress notes and an attendance log. For graduating Sr's I have changed their status and Date in Webkidss and printed a new Teacher information page and enclosed it in their closed file.

_____ If I am a preschool teacher, my list of peer models is attached and is initialed by my principal. This list has been decided upon through communication with the principal.

_____ If I am a preschool teacher, I have discussed any new placements/exits since with Diana to verify that data has been entered into the new EC Outcomes Data Base.

_____ If I am a teacher of a graduating senior I have completed the Post Outcomes Data Collection on the state website using the login provided by the Co-Op.

Following is a list of items to be completed at the end of the year. As you complete an item, check it off and return this form to the CoOp office on or before June 6th.

_____ 1. Building keys and room keys have been turned in to the principal or taken care of in the manner requested by administrators. **PLEASE BRING A COPY OF YOUR COMPLETED BUILDING CHECKOUT SHEET.**

_____ 2. File keys have been turned in to office staff so that, should access be needed during the summer, they are at the Special Education Office.

Other arrangements? _____

(Let us know.) If we have a duplicate copy here in the office, we will not need your key. Please bring key in for comparison.

3. I HAVE UPDATED MY WEBKIDSS. (Don't remove yourself until you are completely finished with your students)

_____ a. I HAVE ADDED NEXT YEAR'S TEACHER. (If this has been decided)

_____ b. I HAVE VERIFIED THAT THE CORRECT BUILDING, ADMINISTRATOR AND AUXILLARY USERS ARE CHOSEN. (THIS SHOULD BE THE CORRECT STAFF FOR THE FALL)

_____ c. I HAVE VERIFIED THAT THE CORRECT GRADE PLACEMENT FOR FALL IS CHOSEN.

_____ d. I HAVE COMPLETED ALL STUDENT PROGRESS NOTES.

_____ 4. Purchase orders for the start of next school year have been turned into the office unless other arrangements were made with the Director.

_____ 5. I have turned in my final mileage reports and all financial reimbursement requests/bills.

_____ 6. All sick leave/personal leave forms have been turned into the office (signed as necessary).

_____ 7. I have signed and turned in my Para's final time card (if they use one). S/he has turned in all of the financial reimbursement forms, Para logs as required, and any building keys that they may have. All Para evals completed and discussed with them. A copy of the eval was sent to the office. Paras not returning have submitted a resignation and returned their Classified handbook .

_____ 8. I have gone over my MIS data/Web Kidss with Diana.

_____ 9. Speech/ Language Pathologists have included daily logs for each of their students that they have served this year.

_____ 10. My room was left in proper order for summer cleaning. The building principal has been notified of any concerns about the facility. (windows, doors, desks, etc-not student matters)

_____ 11. I have checked each building file in all buildings that I work. I verify that in each file includes:

- _____ a) All student progress reports for the year and other required forms (staffing notes, 10 day notice, placement form, any required releases, TIP page),
- _____ b) All copies of the IEP and amendments,
- _____ c) All comprehensive reports (evals/re-evals) Notify the psych or Diana if not,
- _____ d.) **All my confidential files are in locked cabinets/drawers.**

_____ 12. All student files have been given to the next year's teacher along with each snapshot. (except those who must be turned in for audit)

_____ 13. I have returned all material and equipment that I have borrowed from others this year.

_____ 14. I recognize that I cannot check out until the completion of my contract.

_____ 15. I am now ready for summer vacation as proven by the initials of each building principal (they sign) in whose buildings I have worked this school term. Mike has also signed this form.

_____ 16. **If you are leaving our Coop at the end of this year**

Teacher:

_____ A. I have gone through each student file at the CoOp with a staff member and verified that each file is complete.

_____ B. I have returned my Process Handbook Manual to the office.

Related Service Staff:

_____ A. **School Psychs: All initial Eval reports are accounted for. (Those that did not qualify for are exempt.)**

_____ B. **All Re-Eval reports match MIS Eval list.**

_____ C. **All test inventory items have been accounted for.**

_____ D. **Lap-Top computer is accounted for.**

_____ E. **Annual report of all initial evaluations is completed for Mike.**

_____ 17. **I am leaving my forwarding address and phone number, if known. The payroll clerk will need this to send my W2 at tax time.**

Principal's Signature _____

Mike's Signature _____

July 9th , 2007