

Bella Vista Elementary School District



Teachers' End of the Year Checkout List

Teacher _____ Grade Level _____

Please Check off ✓

1.	Cum Folders Completed & On File in the Office	
	a. General Information & School History updated	
	b. Growth & Development updated	
	c. Supplementary Information updated	
	d. Report Card Placed in Cum	
	e. Achievement Tests Placed in Chronological Order in Cum	
	Information regarding individual adjustment should be made in objective form, e.g. state an incident which demonstrates opinion. Information regarding special programs in which the student is enrolled should be entered in the far right column	
2.	Report Cards Issued to Students	
3.	Room Closure	
	a. Bulletin Boards Stripped	
	b. Desks Cleaned	
	c. Materials Stored	
	d. Text Books & Instructional Supplies Inventoried	
4.	Textbook and Supplementary Materials order completed	
5.	Maintenance/Repair Work Order Turned In	
6.	Check key number(S) with Sue Wallick: Key number(s)	
7.	Summer Address and Phone No. on File in the Office	

HAVE A GREAT SUMMER!

Summer address if it differs from the one we have on file

Classroom/School Key number/numbers: _____

Teacher's Signature Date

Administrator's Signature Date