

# Tobin End-of-year Checklist

## SY'2017-2018

Educator Name \_\_\_\_\_ Date \_\_\_\_\_

All educators are required to complete the following tasks prior to the end of the academic year ending June 20, 2018. Educators will secure a check and signature from designated office staff upon completion of tasks.

### Submit to Administrative Assistant (Ms. Gomez/Mr. Toledano sign-off)

- Summer contact information
- Educator mailbox emptied and clean
- Classroom keys on last day of school

### Submit to Community Field Coordinator (Ms. Maginnis sign-off)

- Parent Family Packet based on class list for mailing including educator intro letter to family, supply list, main office memos provided in lobby week of June 10, 2018
- Cumulative Records Complete including:
  - Student Record Personal Information is accurate (School, name, Student #, biographical data, School name, date of admission, SWD status, HR, address, phone number)
  - Copy IEP/504 for students receiving services as a result of a core evaluation
  - Copy of emergency form with current phone numbers is included in all cumulative record folders for SY'2018-2019 classes
- Subfolder pick-up from main office

### ASPEN Gradebook, Attendance, ELD Folders (Mr. Holly sign-off)

- Student grades complete for all semesters and marking terms including updating NC's at the end of the Spring semester and 4<sup>th</sup> marking term
- Student Attendance data is up to date on ASPEN
- Class/Homeroom Lists on record
- ELD Updates and FLEP reclassifications complete
- ELD folder is up-to-date in accordance with ELD Folder checklist

### Classroom Space, Lockers (Mr. Toledano/Mr. Holly)

- All students and educator desk are empty and clean
- All student cubbies, bookshelves, and lockers are empty and clean
- All anchor charts, posters etc are removed from walls, windows and shades
- All school purchased books are inventoried, boxed up and secured in classroom closet
- All classroom furniture labeled with room number
- Bulletin boards, white board are clear and clean
- Hallway clear in front of classroom door(s)

### Instructional Technology Equipment (Mr. Toledano/Mr. Holly)

- Chromebooks,  Touchscreen laptops  ELMO inventoried and secured
- DIBELS iTouch secured in main office
- LCD and all computer keyboards, mouse pads secured in locked closet