**CLOSING** **REPORT CHECKLIST**

**Due June 10**

Teacher's Name School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE:**  *Your June check will not be released until this office is assured of the completion of your final duties (see checklist). All closing materials must be delivered to the Office of Education in person or sent by registered mail.*

Include this checklist with required signatures and closing materials and mail by registered mail to:

 **Office of Education**

 **Illinois Conference of SDA**

 **619 Plainfield Rd.**

 **Willowbrook, IL 60527**

**Summer Address:**

Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City State Zip Code

 Telephone (if available) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principals & School Board Chairs:** Please be certain of completion of all duties before you sign.

***THE SCHOOL BOARD CHAIRPERSON MUST SIGN THIS REPORT.***

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Teacher's Signature Principal's Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson's Signature Date

This check list has been prepared for the teacher's convenience as well as for the school and Office of Education’s recordkeeping. Each of the following is an essential responsibility and must be completed before the teacher can consider the work finished for the school year. Please initial on each line to indicate you have provided and/or completed the items below.

|  |
| --- |
| **CHECKLIST FOR FINAL DUTIES** |
| **Item** | **Completed****Teachers’ Initials** | **Principal’s or School Board Chair Initials** | **Additional Information** |
| **Forms and Files** |  |  |  |
| Update School Bulletin |  |  |  |
| School Constitution reviewed and updated by school board. |  |  |  |
| Application Packets available and updated |  |  |  |
| Student List for Fall easily accessible |  |  |  |
| U.S. CONSTITUTION TEST |  |  | Date it was administered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_List the full name of the students that passed the test (attach list).  |
| Student Cum Folders Updated  |  |  |  |
| Curriculum tracking forms completed. |  |  |  |
| Student “Consent to Treat Forms” and student medical records filed separately in a secured within a fireproof cabinet.  |  |  |  |
| Student Cum Files locked within a fireproof cabinet. |  |  |  |
| Accreditation Info left in accessible place  |  |  |  |
| **For the Conference or LUC** |  |  |  |
| Grades in the School Information System (SIS) and Report Cards Sent to Parents |  |  |  |
| All NAD Dashboard Errors corrected and Closing Report Frozen |  |  |  |
| Student Transfer files to the Illinois Conference |  |  |  |
| All School Board Minutes sent to Conference, and safely stored on site |  |  |  |
| LUC Tuition forms submitted if Summer classes desired |  |  |  |
| Professional Development Forms Submitted to Conference  |  |  |  |
| Office of Ed materials returned if borrowedto Conference |  |  |  |
| **Classrooms and Facility** |  |  |  |
| Clean and Organize Classroom(s) |  |  |  |
| Classroom Bulletin Board Decorations down and stored. |  |  |  |
| Hall bulletin boards are cleaned and updated with summer theme as an opportunity to market the school over the summer months |  |  |  |
| Library Inventory Missing Books reordered or charged to student’s accounts |  |  |  |
| Classroom Inventory and uploaded to secured drive, on an additional USB (kept off school grounds), and a copy sent to the conference (may also include a video). |  |  |  |
| All play equipment and PE equipment are stored for the summer. |  |  |  |
| Teachers desk and drawers have been cleaned and organized. Personal items removed or secured.  |  |  |  |
| Classroom cabinets & closets are thoroughly cleaned and organized. |  |  |  |
| Clean classroom left behind |  |  |  |
| Student lockers cleaned and checked. |  |  |  |
| Maintenance List given to appropriate person. |  |  |  |
| **Teaching Materials** |  |  |  |
| Teachers Editions left orderly and easy to locate in a secured location. |  |  |  |
| Curriculum organized and neat |  |  |  |
| Supplies Needed (wish list) left visible |  |  |  |
| Textbooks ordered (what, how many, who from) |  |  |  |
| **Future Planning** |  |  |  |
| Field Trip List for past 4 years if possible |  |  |  |
| Parent/Student Contacts for Recruitment left visible/accessible |  |  |  |
| **Good-to-Knows** |  |  |  |
| Logins/Passwords left accessible |  |  |  |
| Vital Contacts List left accessible |  |  |  |
| Vendors Used List left accessible |  |  |  |
| Local Contacts (Community) left accessible |  |  |  |
| Snow Day and Emergency Procedures left accessible |  |  |  |
| Social Media Presence (info/passwords, etc.) left accessible |  |  |  |
| Board Member Contacts List left accessible |  |  |  |
| Pastor/Head Elder Contact List left accessible |  |  |  |
| **Final Checkout** |  |  |  |
| Keys labeled and returned as needed |  |  |  |
| Checked out by Board Chair or appointee |  |  |  |