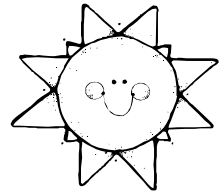


# Washington Classified - Year End Checkout 2025



Name \_\_\_\_\_

Please complete each item below, return to Office Manager by June 13

Your Initials (verifying you  
have completed)

Keys - for departing OR moving within building staff, building keys returned & staff key check out form complete	
Locker - cleared and combination locks returned to office	
Personal Items I - remove items from staff refrigerator and staff lounge	
Personal Items II - remove personal items in classroom or work space, especially items of value	
Safety Vest - returned to Para Office	
Staff Mailbox - emptied	

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_