

# Washington Certificated - Year End Checkout 2025

Name \_\_\_\_\_

Room # \_\_\_\_\_

Please complete each item below, return to Office Manager by June 14th

Your Initials (verifying completion)

Attendance Report Signature - signature on yearly attendance report with attendance secretary in main office	
Classroom Special Instructions - posted on hallway classroom door for custodians	
Evacuation Safety Binder – return to box in office, labeled "Emergency Binders"	
Grade Books - upload your grades electronically to designated location. No hard copies accepted.	
Health Folders - red health folders returned to Nurse's mailbox, with current year health plans	
Keys - for departing OR moving within building staff, building keys returned & staff key check out form complete	
Library Materials - return library materials	
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	
Report Cards - Classroom Teachers: place copy of the report card (includes grades for both semesters) in the student's cumulative folder by the last day of school. SpEd Teachers: place copy of yearly progress reports in students cumulative folder by the last day of school.	
* 5th Grade Teachers Only - pull files and place in appropriate middle school box in the office (Nurse will process health forms and immunizations)	

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

