

This form takes the place of the checksheet on the back side of the Teacher's Closing Report in your Register.

TEACHER'S and PRINCIPAL'S CHECK SHEET of DUTIES AND RESPONSIBILITIES for THE CLOSING OF SCHOOL

School _____ Teacher's Name _____

Summer Address _____
Street City Zip

Instructions: Check each item as you care for it. After all items have been checked, sit down with the principal to check the Registers, point by point, completing all the necessary items. The principal's check sheet should be signed by the chairman of the school board.

SECTION A: (For ALL Teachers)

1. ___ **CLOSING REPORT.** Accurately and completely filled out and left in Register.
2. ___ **DAILY REGISTER.** Accurately and completely filled in with final grades.
3. ___ **TEXTBOOK ORDERS.** Each teacher is responsible for submitting a list of all known needs for textbooks to the principal. Textbook orders should be submitted to the principal, to the Union, or Conference Office as per directions with a duplicate copy of each order kept for future reference.
4. ___ **PROGRESS REPORT CARDS.** The pupils' report cards have been completely filled out including the final averages for the school year. Report cards have been handed out according to local school policy.
5. ___ **CUMULATIVE FOLDERS.** Have left cumulative records up-to-date in a locked file.
6. ___ **HEALTH RECORD.** Pupils' health records are up-to-date in folders or in nurse's file.
7. ___ **SUMMER SCHOOL.** Outlines for summer remedial work have been indicated to parents and outlined in the Daily Register.
8. ___ **OHIO CONFERENCE LIBRARY BOOKS OR OTHER EQUIPMENT.** All books (including Professional Growth Books, teaching aids, etc.) have been returned to the Conference Office unless permission has been granted to keep them longer.
9. ___ **SCHOOL EQUIPMENT.** All school supplies, manuals and other removable school equipment sorted and locked up for the summer.
10. ___ **CURRICULUM GUIDES,** materials of instruction, desk copies, answer keys, teacher's guides, textbook lists, etc., have been placed in a locked file or drawer. (Remember, these are school property and are to remain at the school.)
11. ___ **SCHOOL LIBRARY BOOKS** have been checked in and placed on shelves.
12. ___ **TEXTBOOKS** in current use are stored separate from any outdated or supplementary textbooks.
13. ___ **CLASSROOM** is cleaned and all outdated materials discarded.
14. ___ **PROFESSIONAL GROWTH REPORTS** completed and given to the principal.
15. ___ **KEYS.** Keys have been returned to principal or school board chair (if applicable).

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16. ___ **LAST PAYCHECK.** Last check requested to be sent to the following address (if applicable):
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SECTION B: (For Principals and Head Teachers Only)

1. ___ **SCHOOL CLOSING REPORT** (*in register*).
2. ___ **REGISTERS** with Closing Reports completed but left in the book (one for each teacher). The Principal/Head Teacher is responsible for checking every detail of all the registers in the school to see that the information is correct, collecting them and turning them in to the Office of Education at the final postweek checkout date.
3. ___ **OHIO CONFERENCE WORKING POLICY BOOKS (BLUE BOOKS)** of those teachers leaving the Ohio Conference. These are to be returned to the Ohio Conference Office of Education.
4. ___ **RESPONSE TO SCHOOL EVALUATION REPORT** completed and returned to Office of Education unless your school was denominationally evaluated this year (*full or revisit*).
5. ___ **TENTATIVE BOOK ORDER** for next year must be ready by last day of postweek. The ABC must have a tentative order now so the books can be here in time for school. Orders may be changed in the fall to correspond with your enrollment.
6. ___ **REMIND THE SCHOOL TREASURER** that all reports for substitute and part-time teachers should be in the Education Office *now*.
7. ___ **CUMULATIVE FOLDERS** are up-to-date at checkout and placed in a locked file.
8. ___ **TEACHER FILES** in 3 or more teacher schools with state and denominational certification copies, local evaluations, correspondence, current and in a locked file.
9. ___ **OFFICE** cleaned, materials properly stored, and plant repairs communicated in written form to the local school board.
10. ___ **INVENTORY (AD-22)** completed, updated and stored in a locked file with a copy submitted to the local school board chair.

SECTION C: CERTIFICATION OF THE TEACHER/PRINCIPAL

I HEREBY CERTIFY THAT I HAVE COMPLIED WITH EACH DUTY AND RESPONSIBILITY LISTED ON THIS CHECK SHEET RELATED TO THE CLOSING OF SCHOOL.

Date _____ Signed _____
(Teacher)

SECTION D: CERTIFICATION OF SCHOOL BOARD CHAIRMAN OR PRINCIPAL

I HAVE CHECKED THE WORK OF THIS TEACHER/PRINCIPAL AND FIND IT HAS BEEN COMPLETED ACCORDING TO THE INSTRUCTIONS FROM THE OHIO CONFERENCE OFFICE OF EDUCATION.

Signed _____
(Principal's signature for teachers)
(Local board chair's signature for principals)