

Tobin End-of-year Checklist

SY'2014-2015

Teacher Name _____ Date _____

Submit to Administrative Assistant (Ms. Gomez sign-off)

- Summer contact information
- Teacher Welcome letter and student supply lists xeroxed and ready for mailing
- Classroom keys on last day of school.

Cumulative Records, ASPEN Attendance/Gradebook, Textbook Inventory

(Mr. Holly sign-off)

- Class/Homeroom Lists complete for SY'2014-2015
- Textbook/Consumables Inventory complete for SY'2014-2015
- All personal information on student records checked for accuracy (name, address, phone number etc.)
- Language Acquisition Folder for all ELL/FLEP students is updated and complete
- Copy of Individual Education Plan for students receiving services as a result of a core evaluation.
- Students attendance data is up to date on ASPEN.
- Student grades complete for all semesters and marking terms including updating NC's.
- Copy of emergency form with current phone numbers is included in all cumulative record folders for SY'2014-2015 classes

Cumulative Record Protocol:

- Teachers will secure Cumulative Records, (CR's) of returning Tobin students in a crate or box based on new SY'2014-2015 class lists. Teachers will tape class lists on top of the records and secure CR's in storage closet on 3rd floor on or before Tuesday, June 24th. Please secure milk crate(s) as needed from the cafeteria.
- Teachers will organize and/or group CR's of students transferring to other Boston Public School sites by school. *CR's will be labeled e.g. Fenway, Snowden, McKay etc... *Refer to Sending Lists for Transfer Schools
- Teachers will label all remaining CR's accordingly e.g. DNR (Did not report), Transfer to a parochial school, Out of State, Out of country etc.) in a separate crate Please secure milk crate(s) as needed from the cafeteria.

Facilities/Equipment (Mr. Toledano/Mr. Holly sign-off)

- All students desk are empty and clean.
- Chromebooks inventories and secured
- All visual equipment, computer keyboards, mouse pads etc. are secured in a locked closet
- All anchor charts etc. are removed from walls, windows and shades.
- All books are inventoried and boxed up and placed on radiator.
- All classroom furniture are labeled.
- Bulletin boards are cleared.