



## Warren County Schools END OF THE YEAR CHECKOUT

This packet gives a list of items to be completed by each teacher before the end of the school year. All items on this final checkout must be properly initialed by the designated person before the last teacher workday.

Teacher Name: \_\_\_\_\_  
Grade/Subject: \_\_\_\_\_  
Summer Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone #: \_\_\_\_\_

### Principal

- \_\_\_\_\_ Summer maintenance request
- \_\_\_\_\_ Grade book (K-2) / Lesson Plans
- \_\_\_\_\_ Proposed class list for next year (**Elementary**)
- \_\_\_\_\_ EC Annual Review Monitoring Document (**EC Teachers only**)
- \_\_\_\_\_ Textbook Inventory
- \_\_\_\_\_ Classroom Furniture Inventory (**use attached sheet**)
- \_\_\_\_\_ Promotion/Retention List (*portfolio required if being retained*)
- \_\_\_\_\_ Completed Personalized Educational Plans
- \_\_\_\_\_ Keys in a sealed envelope with your name and room number
- \_\_\_\_\_ Energy Education Summer Shutdown
- \_\_\_\_\_ Exit Interview (Teacher Summative and/or Final Evaluation for Classified Staff)

**Guidance Counselor**

\_\_\_\_\_ All up-to-date cumulative folders (grades, EOG reports, attendance, picture, etc) (k-8)  
(Follow directions for order of the cumulative folder)

**Media Coordinator**

\_\_\_\_\_ Inventory of all technology equipment that is stored in classroom (incl. property tag ID number)

\_\_\_\_\_ All library material should be returned to library

\_\_\_\_\_ Returned laptop with power supply and cases

**School Bookkeeper**

\_\_\_\_\_ Receipt books & End of Year Balance sheet completed

\_\_\_\_\_ List of outstanding fees and book fines

\_\_\_\_\_ Timesheets / travel / tuition reimbursement request

**Note: Any funds not deposited must to be submitted to school bookkeeper**

**Data Manager**

\_\_\_\_\_ NC WISE Closeout (see attached)

\_\_\_\_\_ Undistributed report cards

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Warren County Schools

### Cumulative Folder Order

1. Inspection Log (green)
2. Personal Data Sheet
3. Registration sheet (white)
4. Birth Certificate
5. Social Security Number
6. Custody Forms
7. Test Data
8. Scholastic Record
9. Annual Progress Report/Report Card
10. Attendance Summary (From student information system)
11. Home Language Survey
12. Occupational Form
13. Health Forms (health card, immunization form, Kindergarten Health Assessment)
14. Miscellaneous Data

Place pictures on inside of cumulative folder (not on elementary scholastic record) in order with date below. (Do not staple pictures.) If no picture was taken, write "No Picture" in black ink and put date below it. Do not remove previous pictures unless they need to be placed in order. If you have questions or you are not sure, please ask your School Guidance Counselor.

### **Procedures for NC WISE Closeout**

1. Post ALL grades
2. Click Setup Options button
3. Click Preferences button
4. Insert a check in the box beside Deleted Assignments at Year End
5. Put a check in the box and save
6. Click Action
7. Print, sign and submit to main office.



## Classroom Inventory

Classroom Teacher: \_\_\_\_\_

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

School Location: \_\_\_\_\_

Item Description	Condition	Quantity	WCS Asset Tag #	Serial Number