

FACULTY CHECK-OUT

Due: Tuesday May 31, 2022

Name _____

This sheet is a checklist to help you complete all the end-of-the-year details. When you are finished with everything that applies to you, please place it in the appropriate box in Mr. Poulos' office.

- ___ 1. STUDENT TEXTBOOKS are all checked in and stored....see specific directions in #7 below.
Assist department chairperson with book location lists (on faculty/staff drive).
- ___ 2. GRADES ARE DUE **by 3:00 p.m. Friday, May 27th**.
Follow directions on previous emails sent regarding grade submission.
- ___ 3. SEMESTER FAILURES: Complete the semester two Summer School Remediation form and return to Denice as soon as possible.
- ___ 4. PROFESSIONAL FOLDERS: If you have any items (certificates of in-service, conference attendance forms etc.) that need to be added to your professional folder, give them to Sr. Joanne.
- ___ 5. ROOM RESPONSIBILITIES FOR CLEANING have been completed and cleaning checklist is turned in to the office:
- ___ 6. REMOVE ANY ITEMS THAT ARE YOURS FROM THE FACULTY DINING ROOM AREA/FACULTY WORK ROOM, on shelves, in the **refrigerator**, in/on **bookcases or window ledges**. Anything left will be discarded.
- ___ 7. DEPARTMENT TEXTBOOK INVENTORIES:
On the shared **faculty/staff share drive**, there is a "**Textbook Storage**" sheet.
Department chairpersons should complete and/or update the department inventory of textbooks on the sheet located there. This includes the location of department chairperson resources.
- ___ **Student Textbook inventory:**
1. Collect texts **on the last day of classes or on the day of the exam**.
 2. Provide list of **students who still owe for books**. In the **faculty/staff share drive**, there is a folder named "Missing Text Books 2022". In the folder you will find an Excel spread sheet. Please add any student and the information regarding the missing book(s).

___ 8. SEMESTER EXAMS: Save a copy of your semester exam to the Office Turn-in fold

___ 9. TURN IN TO:

Chris Poulos:

- ___ **Work orders**
___ Completed **cleaning lists**
___ **This Check-out list**
___ All keys and Fobs (**ONLY IF YOU ARE LEAVING NDCL**).

Joe Waler:

_____ Complete Mandated Services form on-line according to directions.

Sr. Joanne:

_____ Notified regarding which courses in CODA are ready to be checked?

Susan Ancheta: Technology