

## FACULTY CHECK-OUT

Due: May 28<sup>th</sup>, 2019

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.  
Report of students with missing texts given to Sr. Antonee.  
Assist department chairperson with book location lists (on faculty/staff drive).
- \_\_\_ 2. GRADES ARE DUE **by 3:00 p.m., Friday, May 24<sup>th</sup>**.  
Follow directions on previous emails sent regarding grade submission.
- \_\_\_ 3. SEMESTER FAILURES: Complete the semester two Summer School Remediation form 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.
- \_\_\_ 8. SEMESTER EXAMS: Save a copy of your semester exam to the Office Turn-in folder.
- \_\_\_ 9. BLACKBOARD:  
Mark any classes **not** attached to a Master Class for **DELETION** or as **TEMPLATE**.  
DO NOT mark Master Classes- they continue year to year automatically.  
Susan Ancheta about any Summer Classes, if you have not done so already.
- \_\_\_ 10. TURN IN TO:  
Appropriate boxes in Chris Poulos's office:  
\_\_\_ **Work orders**  
\_\_\_ **Completed cleaning lists**  
\_\_\_ **This Check-out list**

Joe Waler:

- \_\_\_ Complete Mandated Services form on-line according to directions.

Sr. Joanne:

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

(over)

Kathy Hurt:

\_\_\_\_\_ Any miscellaneous school forms

Deborah Ryan:

\_\_\_\_\_ **Club/Class report** and membership list

Chris Poulos:

\_\_\_\_\_ All keys and Fobs (**ONLY IF YOU ARE LEAVING NDCL**).

Sr. Antonee:

\_\_\_\_\_ **Textbook information:**

1. Collect texts from **exam rooms** or provide directions for proctors regarding text delivery.
2. Collect texts from **extended time**
3. Collect texts from the **mail shelf in faculty dining room**.
4. Provide list of **students who still owe for books**.

\*If you have a list with name of text and the names of the students with their assigned text number, just indicate which texts are missing and jot down the price if it is not listed on the sheet.) Otherwise, please supply the following:

Name of Student	Mary Smith
Number of missing text	#188
Complete name of text	Biology, A Study of Living Things
Publisher	Holt, Reinhart
Price of text (check cover of student text)	\$56.50
Name of Teacher	Mr. XXX