

West Carroll Board of Education

Administrative Procedure

Required by:

**Local Administrative Tasks
State Accounting Manual
Federal Projects Program**

Descriptor Term:

**End-of-year
Procedure (Teachers)**

Revised: March 4, 2009

Each teacher will complete the following before release at the end of each school year. Principals will provide teachers a written checklist containing at least these items. The checklist must be presented to the principal and then signed by the teacher and principal as having been completed. Each principal will then forward the completed checklist forms to the appropriate instructional supervisor.

1. Each teacher will check the balance of each activity account for which he or she is responsible. No activity account will be allowed to close the year with a negative balance.
2. Each teacher will present his or her school issued keys to the building principal by the end of the last administrative day of school. The principal may exercise his or her option to allow the teacher to retain possession of those keys.
3. Each teacher will offer his or her school issued identification badge to the building principal by the end of the last administrative day of school. The principal may exercise his or her option to allow the teacher to retain possession of identification documents.
4. Each teacher will complete a separate inventory of each classroom and/or workspace assigned to him/her. Teachers will turn inventories in to the building principal who will then forward copies of those inventories to the Federal Projects Director.
5. The principal will collect from each teacher any report cards which remain unclaimed. The principal shall keep the same on file for a reasonable term.
6. The principal will collect from each teacher the name of any student who owes a school debt, the amount of that debt, and a description of the debt. Reports cards may be held from currently enrolled students until all debts are settled.
7. Each teacher will prepare a list of students who missed final tests or examinations. This list, along with copies of the applicable test or examination, will be turned in to the building principal.
8. Each teacher will forward to the building principal a requisition form for any materials that he or she requests for the following school year. The building principal shall forward requisitions to the appropriate District supervisor

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Descriptor Term:

**End-of-year Check
Out (Teachers) cont'd**

Revised March 4, 2009:

9. Each teacher will forward to the building principal a work order form for any repairs necessary to his or her assigned area of the building or any assigned equipment. Each principal will forward completed work orders to the Director of Schools for action.
10. The teacher will turn in to the principal documentation of all in-service activities. The principal will attest by signature and forward in-service documentation to the appropriate instructional supervisor.
11. Each teacher will turn in to the principal any applicable supply lists meant for distribution to the next year's students. The principal will forward supply lists to the instructional supervisor in sufficient time as to allow a request for their approval to be placed on the agenda of the May School Board meeting.
12. The teacher will notify the payroll department of applicable changes in educational degree status.
13. Each teacher will inform the principal in writing as to his/her summer address and telephone number.
14. The following items, as applicable, shall be turned in by each teacher to his/her principal who shall then retain until requested by District Office:
 - A. Collection logs
 - B. Club budgets
 - C. A-4 Fundraiser Form
 - D. Profit Analysis Summary
 - E. Donation/allocations form
 - F. Student Authorization
 - G. Collection Account Form
19. The teacher will enter required data in student management system. Data to include grades, attendance, and textbook inventory.
20. The teacher may be required to complete other tasks as directed by the building principal, instructional supervisor, or Director of Schools.