

DODGE CITY MIDDLE SCHOOL
Summer Check-Out Form
May 2014

Teacher

Date

Permanent Address:

Summer Address: *(if different)*

Phone Number: _____

Phone Number: _____

- ☐ (1.) Is your classroom in order for the summer? An administrator needs to check your classroom.
- ☐ (2.) Turn in summer maintenance repair list. **(Due on Friday, May 16th)** Administrator
- ☐ (3.) If moving, put all materials in boxes (strong and small) label with contents.
- ☐ (4.) Have you completed professional development entries for My Learning Plan?
- ☐ (5.) Return borrowed equipment to other classrooms, workroom and library. Sarah Schaeffer
- ☐ (6.) Update inventory on shared drive in "Inventory Folder" **(Due on Friday, May 9th)** Deb Keitel
- ☐ (7.) Grades due no later than 3:45 p.m. on **(Thursday, May 22nd)**.
- ☐ (8.) Is your grade book completed and ready to turn into the office? **(Due on Thursday, May 22nd)**
Pat Burkhard
- ☐ (9.) Mastery Checks (ELA & Math) have been completed, graded & posted. **(Due on Thursday, May 22nd)**
Pat Burkhard
- ☐ (10.) Checkout Computer #_____ for the summer. **(Thursday, May 22nd)** Pat Burkhard
- ☐ (11.) Checkout iPad Serial #_____ for the summer. **(Thursday, May 22nd)** Pat Burkhard
- ☐ (12.) Student iPad inventory has been turned in. **(Due on Thursday, May 22nd)** Deb Keitel
- ☐ (13.) Team Leaders turn in **RED FOLDERS**. **(Thursday, May 22nd)** Ruth Esparza
- ☐ (14.) Keys (___ Keys Checked) **(Thursday, May 22nd)** Claudia Bourne
- ☐ (15.) Turn in a list of students who have lost or damaged books. **(Due on Thursday, May 22nd)** Deb Keitel
- ☐ (16.) Turn in textbook inventory sheet. List textbook & numbers. **(Due on Thursday, May 22nd)** Deb Keitel
- ☐ (17.) Do you have any books that need rebinding? **(Due on Thursday, May 22nd)** Deb Keitel
- ☐ (18.) Purchase requests for materials and supplies for next year. **(Thursday, May 22nd)** Deb Keitel
- ☐ (19.) Turn in this form when completed. **(Thursday, May 22nd)** Deb Keitel

Teacher's Signature

Administrator's Signature

Librarian's Signature

Teacher's final check out will be on Thursday, May 22nd
1:00-3:45 P.M.

Guide to Summer Check-out

1. **Moving Room:** If moving, put all materials in boxes (strong and small) and label with contents. File cabinets and teacher desk will not be moved. The school furniture inventory will remain with the room you are leaving. Please mark your computer for relocation.
2. **Professional Development "My Learning Plan":** Complete all professional development in-services for the school year. All teachers should have at least 20 points (1 Point = 1 Hour) and set a personal goal for the end of the year.
3. **Library Materials:** Return all library materials to the library. If you have A.V. equipment in your room that needs repair, bring it to the auditorium with a note attached indicating the problem. **(Due May 16th)**
4. **Classroom Inventory:** Make sure the classroom inventory is complete and cumulative from last year as stated on the inventory form. You are to include your classroom computers, keyboards, and printer on your inventory with serial numbers. (Mobile carts with projectors, laptops and mobile SMARTboards) **(Due May 9th)**
5. **Grade Book:** Make sure your name is on the front page of your grade book and your grading scale is included. You are to have your grades completed and entered into Skyward by no later than **3:45 p.m. Thursday, May 22nd**.
6. **Textbook Inventory:** Have students erase all marks in their books.
7. **Damaged or Missing Textbooks:** If textbooks are lost or in bad condition, please use the price list included in your teacher packet to inform the student of the cost. Any student whose textbook has been damaged or lost should be recorded on the damaged or missing textbook form. Please complete the form by writing the student's name, text and company name, year and book number, the condition of the book (New, Fair or Poor) and the price of the book by using the textbook price guide. Please note at the bottom of the textbook price guide the amount to be charged based upon the year the book was purchased.) **Textbook Surplus/Old and Unused Books:** Place books that will not be used in a box labeled "Discard" and leave outside the door of your room.
8. **Textbook Rebinding:** Textbook rebinding form will need to be submitted to the office on the day of teacher checkout. Place books to be rebound in the auditorium with your room number (placed on top), and number of books that will be sent for rebinding. (Cost is \$10.10)
9. **Maintenance Request:** All maintenance requests for summer room repairs should be submitted to the principal by **Friday, May 16th**.
10. **Keys:** All keys will be checked on **Thursday, May 22nd**.
11. **Purchase Orders:** Purchase requests may be turned in for materials and supplies to be purchased from the 2014-2015 budgets. Purchase requests must be signed by either the team leader or curriculum leader.
12. **Student iPad Inventory:** This form will be used to track the iPad as well as note the condition. Form is to be completed and turned in on Thursday, May 22nd.