

CATTARAUGUS-ALLEGANY-ERIE-WYOMING BOCES
SPECIAL EDUCATION TEACHERS
END OF YEAR CHECKLIST

JUNE 20__

Checkout day for ALL special education staff will be June _____. Please plan to stop at your Supervisor's office on that day with all necessary items as noted below. All tasks/reports/etc. listed below should be completed before your last day of classes and those items and forms noted must be turned into your Supervisor by checkout day. Thank you and have a great summer!

- ____ 1. Turn in your room keys, key cards and/or FOBs to your building secretary (if required by the district).
- ____ 2. Any equipment that needs repairs or updates should be forwarded to Olean Tech shop with paperwork attached, (work order and work card)
- ____ 3. Instructional materials and equipment put away for summer months. If your class is to be relocated in September, all instructional materials and equipment are to be boxed and labeled, ready for moving. File cabinets need to be empty, material boxed & labeled.
- ____ 4a. Final Report cards sent home for each student.
- ____ 4b. ***It is your responsibility to send report card copies to the CSE's office. Copy of final report cards must be sent to Supervisor's office.***
- ____ 5. Inventory list reviewed, updated, and items not on list over \$100 should be added. Item no longer in your possession should be identified as well as where they are. Retain one copy for your records and turn original into Supervisor. Please make sure your signature appears on your inventory or it may be returned.
- ____ 6. All mileage and conference claims for school year must be received by Check Out Day. Any claims not received by July 15th may NOT be paid.
- ____ 7. ***Student Folders:*** If student is continuing in your classroom, keep it in a locked location. If the student is not returning to your classroom, return to the supervisor's office.
- ____ 8. Student Transcript and Guidance Plan – (For students working toward a local or Regents diploma) Send a copy to the home CSE, Supervisor's office, and place one in the student folder.
- ____ 9. If you wish to borrow equipment over the summer, the form must be turned in to your Supervisor.
- ____ 10. Submit list of New York State Tests and assessments taken with scores, if available. Submit a copy of the final Core Literacy summary.
- ____ 11. PLP summary completed by June 1st submitted in My Learning Plan.
- ____ 12. Any hardcopy IEP's that were distributed by you to General Education Teachers should be returned to you according to 408 FORM and returned to the Supervisor's office for disposal. If the IEP is valid for the next school year please place in a separate folder and return to the supervisor's office for redistribution.
- ____ 13. Student attendance completed in Student Management Systems.
- ____ 14. Email and phone contact for summer _____

IF YOU ARE NOT INTENDING TO RETURN, PLEASE SCHEDULE A CHECKOUT MEETING WITH YOUR SUPERVISOR.

Teacher's Signature

Date