

Name: _____

Verden Public Schools

End of the Year Teacher Checkout

All items must be complete and signed off by respective parties before issuance of the final pay checks.

Each line MUST be initialed by the Building Principal before going to the Financial Secretary

- _____ Permanent Grades Posted
- _____ TeacherEase Grades Posted
- _____ Inventory complete and turned in
- _____ Requested consumables turned in
- _____ Student Supply List for the fall turned in
- _____ Room and facilities you are responsible for clean and orderly
- _____ Request for repairs/maintenance
- _____ Wish list for supplies (please provide catalogs, page number, quantity, and item number)
- _____ Known fund raiser requests for next year
- _____ Computer turned in or Request for Equipment Loan on file
- _____ Known events that can be placed on the Activity Calendar for next year
- _____ Staff Development suggestions for next year
- _____ Suggestions and/or comments

Building Principal Signature _____

Each line MUST be initialed by the Financial Secretary before issuance of the final paycheck.

- _____ Lunch bill paid
- _____ Receipt books turned in
- _____ Changes in any payroll deductions for next year reported
- _____ Received report on remaining sick leave
- _____ Update of any financial or personal information (change of address, phone, etc.)
- _____ Checklist viewed as complete and issuance of final paycheck

Financial Secretary Signature _____

Verden Public Schools
Equipment Loan Form

Loan Date: _____ Name: _____

Home Phone: _____ Address: _____

Return By: _____

Description of Equipment: _____

Serial Number: _____

Comments: _____

I have received the equipment listed above. My renters/homeowners insurance will cover the replacement costs of the equipment, or I assume that responsibility. If the equipment is lost, stolen, or damaged while in my possession I will take action to reimburse the Verden Board of Education for the equipment within two weeks of the return date.

Employee Signature: _____

Date: _____

Date Returned: _____

Condition Returned: _____

Granted By: _____

Verden Public Schools
Request for Maintenance/Repairs

Requested by: _____

Location: _____

Problem/Need:

Location: _____

Problem/Need:
