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 paychecks.

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:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________