



End of Year Checkout 2022-2023

Before you leave for the summer, review this sheet with your principal and let them know you are “checking out” for the year.

School Level Items:

- All personal items removed from the refrigerator. No later than **May 26**.
- Library books returned by **May 17**.
- Student Supply request list submitted to Rebecca by **May 17**.
- Teacher Supply Pack request submitted to Rebecca by **May 17**.
- All mentor/mentee paperwork submitted to Stephanie Wright **May 24**.
- Grades and Citizenship finalized
 - Junior High: **On or BEFORE 4:00 pm May 25**
 - Elementary: **On or BEFORE 8:00 am May 23**
- All Party Line Assignments have been completed by **May 26**.
- Any class lists submitted to Administration or Secretaries. (LIA, AVID, Yearbook, SpEd, Spanish,...)
- Elementary: Cumulative reports completed and placed in student files; copies with additional notes given to receiving CTTs by **May 26**.
- Junior High: Passing data completed for each quarter by **May 26**
- Budget Request Submitted via form by **May 5**.
- Keys and key cards reviewed with Brittany Ladley by **May 25**.
- All Lunch balances must be paid. *Any lunch balances unpaid will be deducted from the July 5 paycheck.*
- If you plan to keep your device over the summer, complete the summer device check out form by **May 25**. Anyone not returning for FY3 should return their devices no later than **May 26**.



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Classroom Items:

- Review asset inventory with Stephanie Wright, or designee, on or before **May 26**.
- All desks cleaned - inside, outside, legs. Desk and chairs placed to one side of the room; bookcases do not have to be moved. Please take any valuables home. Cleaning materials can be requested from the Secretaries. If you are moving rooms, please discuss your timeline plan with your principal.
- Please collapse and remove empty boxes. If garbage cans are full of books, binders, notebooks, etc, take them to the dumpster (enlist help if needed). Gabriel and Maria will dispose of typical classroom garbage. Our janitorial service costs will increase if we have excess/heavy garbage.
- Any repairs should be submitted to support@ogdenprep.org. Please mark in the room if needed.
- Export your grade books from Aspire by **May 26** after all edits are complete. Run the following report in Aspire: Reports; Report Category: Gradebook; Report: Class Assignment Report. Choose the "I Instruct" tab; Choose All Classes under Class; All Subjects under Subject; All Categories under Category. Check the box for Include Withdrawn Students. Run the report for **each** of the 4 terms. Name them: **FY23 Gradebook Term # *your name: last, first*** and put them in this folder: <https://drive.google.com/drive/u/0/folders/1hAunGpQ27DqNBRj6Dc0TAZsYw6sWge-n> If you need assistance, talk to Debbie.
- Review End of Year Checkout with your building Principal.

Principal Signature: _____

- **Items you want to get rid of:**
 - **Garbage; Unusable Items: Discard in a dumpster. Do NOT place garbage in the halls or classrooms.**
 - **Useable Items: Take a picture and email it to the staff for interest. If no one claims, please discard or donate to a local charity organization. DO NOT put in the office areas or hallways!**