



Craig City School District

P.O. Box 800 Craig, Alaska 99921
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Phone (907)826.3274, FAX (907) 826.3322

CCSD is dedicated to providing a meaningful, comprehensive, and engaging education to all students so they participate responsibly in the global society.

EOY STAFF CHECKOUT FORM

The following tasks must be completed before leaving for the summer break:

1. Current texts and materials have been stored.
2. Textbooks and materials no longer being used have been placed in boxes, labeled as surplus, and left in a conspicuous place in your room.
3. All library materials have been returned to the library.
4. Classroom has been cleaned and left in an orderly manner. Classroom bulletin boards have been cleared. Computers/laptops in classroom have been shut down and covered.
5. Laptop has been turned in or checked out for the summer.
6. Fines and all "accounts receivable" have been turned in to the office.
7. All grades/reports have been finalized and turned in to the office.
8. Necessary inventories have been prepared and turned in to the office.
9. Keys in your possession have been marked and turned in to the office or checked out for the summer.
10. Orders for books, equipment, and other items for the coming year have been turned in to the office.
11. List of summer maintenance projects has been turned in to the office.
12. Summer contact information:

Address: _____

(Phone) _____

Teacher's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

****Please note: Personal property is not covered by the Craig City School District's insurance policy; leave personal property at your own risk.***