

**End of the School Year Check-out Form
Dunseith High School 2014-2015**

Employee's Name _____

_____ Clean classroom, desk, and tables.

_____ Remove all papers, tape and staples from Bulletin Boards and walls.

_____ Return all library materials to the Library.

_____ Class Record Book including all student grades must be turned into office.

_____ Turn Lesson Plans into office.

_____ Classroom Inventory must be turned into office.

_____ Turn keys into Office.

This form must be completed and initialed by office personnel before any checks will be given!

Employee's Summer Address: _____

Contact Phone # _____

Employee's Signature _____

By signing, you acknowledge that you have turned in all appropriate materials.