

**ACCE FINAL CHECKLIST
END OF YEAR CLOSING PROCEDURES
Due Last Day of School**

- _____ All classrooms under your direction have been put in good order. Storage rooms have been cleaned, teachers' desk drawers cleaned, bookshelves arranged neatly.
- _____ Teacher desk completely emptied
- _____ Paper on windows removed if you want windows cleaned.
- _____ Any book shelf that rest on the floor must be emptied for floor scrubbing and waxing.
- _____ Clear all items out of the way of areas you want cleaned over the Summer.
- _____ Remove all materials on walls and in halls outside the classroom.
- _____ All technology equipment has been returned (ipads, student responders, document cameras)
- _____ All classroom technology is returned (mics w/ chargers, DVD and projector remotes, Stylus, VGA cord, etc.) in tech envelop with room number.
- _____ Summer addresses, permanent addresses, and other contact information current or updated.
- _____ All keys have been returned to secretary.
- _____ All personal items of value removed from the building.
- _____ Keyboards and Mice for all classroom computers stored in classroom.
- _____ Empty your mailbox
- _____ Complete maintenance ticket Tech or Maintenance related issues in your classroom

- _____ **(SSS only)** All IEPs/Re-evaluations through October 15 were to be completed by **May 30, 2017**.
- _____ **(SSS only)** A copy of each student goal & objective progress reports must be printed off for reporting until IEPs are cycled into Tienet by **June 22th**. You will use these copies to hand write IEP progress reporting. **Please be sure when you report progress that you provide a copy to the Student Support Services office for the student's file for each progress report until you are able to report in Tienet.**
- _____ **(SSS only)** A copy of each student's Encounter Logs from the 16-17 school year must be printed and placed in the provider's file. **A copy must also be turned in to the Student Support Services office for scanning/filing in the CEO system before you leave June 22th.**
- _____ **(SSS only)** Please be sure you have a copy of each student's most recent IEP and MET report in your provider/teacher file **before you leave June 22th**. Your provider/teacher file should be stored in a secure place in your building. Files are not to be brought to the Student Support Services office.
- _____ Tracey Time Cards turned in (Paraprofessionals)

Address

Telephone

City, Zip

Cell Number

I HEREBY CERTIFY THAT ALL OF THE ABOVE ITEMS HAVE BEEN CHECKED COMPLETELY AND ACCURATELY TO THE VERY BEST OF MY ABILITY.

DATE

TEACHER

ALL ITEMS HAVE BEEN CHECKED FOR COMPLETENESS AND ACCURACY AND ALL REQUIREMENTS HAVE BEEN MET.

DATE

ADMINISTRATOR

THIS IS THE OFFICIAL COPY. RETURN THIS COPY ONLY!!