

Teacher's Closing Report (Teacher Data)
Teacher's Closing Report (Student Data)
Baptisms Report
School Calendar
Closing School Report (Form 15E)

2. _____ **Grades** --Make sure all grades have been entered into the computer using hunter software (or entered into the class register if you are not using Hunter).

3. _____ **Report Card** —Check to be sure that all report cards have been completely filled out, including the final averages for the school year, and have been distributed according to Potomac Conference policy.

4. _____ **Textbook Orders**—Textbook orders should be submitted by the principal to the Adventist Book Center by June 1. A duplicate copy of each order should be kept for future reference.

5. _____ **Yearly Interim School Evaluation Report**—Check that the *Yearly Interim School Evaluation Report (known as the Action Plan)* has been updated, completely filled out and returned to the Potomac Conference Office of Education.

6. _____ **Equipment Inventory** completed and copy filed in the school office.
_____ **15A) School Inventory**
_____ **15B) Classroom Contents Inventory**
_____ **15C) Textbook Inventory**
_____ **Video Tape (stored location)**_____

Section C: (For principals only)

_____ **Teacher Evaluation Form**—Check that office copies of the teacher evaluation forms have been returned to the Potomac Conference Office of Education.

Section D: (For departing principals only)

_____ **Teacher Evaluation Form**—Check that evaluator's copies of the teacher evaluation forms have been sent to the Potomac Conference Office of Education.

Section E: Certification Of The Teacher

I hereby certify that I have complied with each duty and responsibility listed on this check sheet incident to the closing of school.

Date _____ Signed _____
(teacher)

Section F: Certification Of The School Board Chairman Or Principal

I have checked the work of this teacher and find it has been completed according to the instructions from the Potomac Conference Office Of Education.

Signed _____
(school board chair or principal)

Date _____