

TEACHER CLOSING REPORT

The entire register must be completed and submitted to the principal or the head teacher no later than five days after the close of the school year.  
The teacher closing report and check sheet are not to be removed from the school register.

Name of Teacher \_\_\_\_\_ Telephone \_\_\_\_\_

Summer address \_\_\_\_\_  
Street City State/Province Zip/Postal Code

Final date school was in full session \_\_\_\_\_ Total teaching days \_\_\_\_\_

**Total cumulative enrollment\* to date by grades (your classroom only):**

PreK \_\_\_ K or Pre-first \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_

**Attendance at close of school year (your classroom only):**

PreK \_\_\_ K or Pre-first \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_ 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_

**Number of students baptized since last year's closing report (your classroom)**

Adventist parents/sponsors \_\_\_\_\_ No Adventist affiliation \_\_\_\_\_.

**Address to which your check should be sent:**

\_\_\_\_\_  
Street City State/Province Zip/Postal Code

\_\_\_\_\_  
Signature of teacher

\_\_\_\_\_  
Signature of Principal

Your signature affirms that you have completed all entries in this register \_\_\_\_\_  
Date

\*Include all students registered during the entire school year regardless of whether or not they are now in attendance.

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## CHECK SHEET TO ACCOMPANY CLOSING REPORT

Make a check mark (✓) on the blank in front of each item when it has been completed. To be completed and submitted to the principal or head teacher to send to the conference office of education:

- \_\_\_\_ 1. School Register
- \_\_\_\_ 2. Diplomas of students who have not completed requirements

Forms to be completed and put in locked fireproof file in school:

- \_\_\_\_ 1. Cumulative record folders including reading record
- \_\_\_\_ 2. One copy of inventory file at school and a second copy given to school-board chair

Materials to be inventoried and stored at school:

- \_\_\_\_ 1. Desk copies, manuals, guides
- \_\_\_\_ 2. Textbooks repaired and stored according to subject and grade level
- \_\_\_\_ 3. Audio-visual materials
- \_\_\_\_ 4. Play equipment

Miscellaneous:

- \_\_\_\_ 1. Textbooks have been ordered according to conference plan
- \_\_\_\_ 2. Progress reports distributed to students whose accounts have been paid
- \_\_\_\_ 3. Progress reports for students with unpaid accounts given to the principal or in sealed envelopes to school-board chair
- \_\_\_\_ 4. Buildings and grounds left in good order
- \_\_\_\_ 5. List of needed improvements and repairs given to principal or school-board chair
- \_\_\_\_ 6. Keys returned to principal or school –board chair
- \_\_\_\_ 7. Last check requested to be sent to the following address:

\_\_\_\_\_

Street

City

State/Province

Zip/Postal Code

- \_\_\_\_ 8. List of recommendations for professional equipment and materials needed for improvement of the educational program. Please write on separate sheet of paper.

\_\_\_\_\_  
Signature of Teacher

Date

\_\_\_\_\_  
Signature of Principal

Date