

DODGE CITY MIDDLE SCHOOL
Summer Check-Out Form
May 2017

Teacher	Date
Permanent Address:	Summer Address: <i>(if different)</i>
_____	_____
_____	_____
_____	_____
Phone Number: _____	Phone Number: _____

- (1.) Is your classroom in order for the summer? All student work should be removed from hallways, including staples and sticky tack. Top of the teacher desk must be cleared. **TEXTBOOKS must be stored in numerical order with numbers facing out.** When your room is ready, an administrator needs to check your classroom.
- (2.) Turn in summer maintenance repair list online. **(Due on Wednesday, May 17th)** Administrator
- (3.) If moving, put all materials in boxes (strong and small) label with contents.
- (4.) Have you completed your Learning Plan Goal and Professional Development Points Recorded?
(Due on Wednesday, May 24th)
- (5.) Return borrowed equipment to other classrooms, workroom and library. Sarah Schaeffer
- (6.) **Check in Apple Pencils** Deb Keitel
- (7.) Update inventory on shared drive in "Inventory Folder" **(Due on Thursday, May 11th)** Deb Keitel
- (8.) Grades due no later than 4:00 p.m. on **(Thursday, May 25th)**.
- (9.) Mastery Checks (Math, Social Studies, Science) ELA and Six Trait Writing have been completed, graded & posted.
(Due on Thursday, May 25th) Pat Burkhard
- (10.) Checkout Computer # _____ for the summer. **(Thursday, May 25th)** Pat Burkhard
- (11.) Checkout iPad Serial # _____ for the summer. **(Thursday, May 25th)** Pat Burkhard
- (12.) Student iPad inventory with Serial Number Reference Sheet has been turned in. **(Thursday, May 25th)** Deb Keitel
- (13.) 6th Grade Team Leaders turn in **RED FOLDERS**. **(Thursday, May 25th)** Ruth Esparza
- (14.) Keys (___ Keys Checked) **(Thursday, May 25th)** Cina Shiflet
- (15.) Turn in a list of students who have lost or damaged books. **(Due on Thursday, May 25th)** Deb Keitel
- (16.) Turn in a list of students who have lost or damaged iPads. **(Due on Thursday, May 25th)** Deb Keitel
- (17.) Turn in textbook inventory sheet. List textbook & numbers. **(Due on Thursday, May 25th)** Deb Keitel
- (18.) Purchase requests for materials and supplies for next year. **(Thursday, May 25th)** Deb Keitel
- (19.) Turn in this form when completed. **(Thursday, May 25th)** Deb Keitel

Teacher's Signature

Administrator's Signature

Librarian's Signature

Teacher's final check out will be on Thursday, May 25th (1:00-3:45 P.M.)

Guide to Summer Check-out

1. **Textbooks:** Textbooks must be stored in teachers rooms by numerical order
2. **Maintenance Request:** All maintenance requests for summer room repairs should be submitted online using the 'Maintenance Request Form' by Wednesday, May 17th.
3. **Moving Room:** If moving, put all materials in boxes (strong and small) and label with contents. File cabinets and teacher desk will not be moved. The school furniture inventory will remain with the room you are leaving. Please mark your computer for relocation.
4. **Professional Development "My Learning Plan":** Complete all professional development in-services for the school year. All teachers should have at least 20 points (1 Point = 1 Hour) and set a personal goal for the end of the year.
5. **Library Materials:** Return all library materials to the library. If you have A.V. equipment in your room that needs repair, bring it to the auditorium with a note attached indicating the problem.
6. **Classroom Inventory:** Make sure the classroom inventory is complete and cumulative from last year as stated on the inventory form. You are to include your classroom computers, keyboards, and printer on your inventory with serial numbers. (Projectors, laptops and mobile SMARTboards) (Due May 11th)
11. **Student iPad Inventory Forms:** This form will be used to track the iPad as well as note the condition. Both forms are to be completed on Friday, May 19 during iPad Check-in.
 - FileMaker Student iPad Inventory – Completed on Friday, May 19
 - Go To FileMaker
 - Click On District 2016-2017
 - User Name: User Password: User
 - Click On General Reports (At The Top Of The Page)
 - Click On Ipad Inventory
 - Print Form When Finished
 - iPad Damage Form
 - Only record names of students on the iPad inventory form that have damaged or incorrect serial numbers.
13. **Keys:** All keys will be checked on Thursday, May 25th.
14. **Damaged or Missing Textbooks:** If textbooks are lost or in bad condition, please use the price list included in your teacher packet to inform the student of the cost. Any student whose textbook has been damaged or lost should be recorded on the damaged or missing textbook form. Please complete the form by writing the student's name, text and company name, year and book number, the condition of the book (New, Fair or Poor) and the price of the book by using the textbook price guide. Please note at the bottom of the textbook price guide the amount to be charged based upon the year the book was purchased.)
 - **Textbook Surplus/Old and Unused Books:** Place books that will not be used in a box labeled "Discard" and leave outside the door of your room.
 - **Textbook Rebinding:** Textbook rebinding form will need to be submitted to the office on the day of teacher checkout. Place books to be rebound in the auditorium with your room number (placed on top), and number of books that will be sent for rebinding. (Cost is \$12.75)
16. **Textbook Inventory:** Have students erase all marks in their books.
17. **Purchase Orders:** Purchase requests may be turned in for materials and supplies to be purchased from the 2017-2018 budget. Purchase requests must be signed by either the team leader or curriculum leader.