



CANUTILLO INDEPENDENT SCHOOL DISTRICT

End of Year Check Out Form
SCHOOL YEAR :

Employee Name: _____ Campus: _____
 Employee Signature: _____ Room #: _____

Clearance Item	Cleared By:	Clearance Item	Cleared By:
Lesson Plan Books (labeled)		Textbook Inventory List	
Copy of Final Exam w/answer key		Department Clearance	
Final Grades (additional documentation)		Instructional Materials	
Grade Books (labeled)		Technology	
Grade Hard Copy (TEAMS)		Testing Resources (ex. Technology equipment)	
Retained/S.S./Placed Listing		Employee Handbook	
Retained Letters		PDAS Notebooks (non-returning employee)	
Attendance Sheets		EOP Binder	
Cumulative Folders		Emergency Kits	
Library Materials		Employee Absence Verification Forms	
Books & Videos		Outstanding Function Pay Time Cards	
Audio/Visual Equipment		Classroom Walk-Through	
Technology		Keys (labeled)	
Finance			
All Fundraiser Recaps			
All outstanding PO's Cleared			
All Outstanding invoices/receipts/credit cards			
Sponsor Receipt Books (USED & UNUSED)			
Travel Expense Reports - Outstanding			
Classroom Inventory Forms **Form Attached		Final Check-Out (non-returning employee)	
Inventory of Assets Assigned to Individual		Final Check-Out (returning employee)	

Summer Contact Address & Telephone Number

Name: _____
 Address: _____
 Home Phone: _____
 Cell Phone: _____

Employee Signature: _____
 Principal Signature: _____
 Date: _____