

SOKOLOWSKI SCHOOL  
2020-2021 End-of-Year Teacher Checklist

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Teacher's Name: \_\_\_\_\_

Classroom/Office #: \_\_\_\_\_ Date \_\_\_\_\_

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1. \_\_\_\_\_ **Student Transfers** -- If you know of a student who is transferring out of the district (or maybe):
  - a) provide information to Jessica asap via email
  - b) direct parents to drop off Chromebook/hotspot to the PIC.
  
2. \_\_\_\_\_ **Update Contact Information** – send an email to Jessica with your summer contact information including full mailing address (if things have or will change).
  
3. \_\_\_\_\_ **Emergency Bags (clear plastic CPS bag )** – Ensure both bags are hanging on the designated hook in your classroom. (You do NOT need to bring them to the office like most years.)
  
4. \_\_\_\_\_ **Classroom / Office Packed**
  - **Most importantly** - Please remove as much as you can off the floor in your rooms so the floor is clear of all items (as much as possible).
  
  - **Lock up all valuables** and secure materials you wish to ensure do not get damaged or ruined over the summer.

**5. Chromebook Collection:**

**All In Person students** will be returning their chromebooks with chargers & hotspots to teachers. IT will be collecting these from each classroom and they would like the chromebooks put into identified bags, they want five CB per bag. Jessica will be providing class lists and bags for this purpose. Please highlight the student name when their equipment is returned and keep this list with the chromebooks. Jessica will be trying to get boxes for each room to put these bags of CBs in – if you have boxes already that is great. If not, please let the office know so we can try to find one for you.

**All OLA students** will be able to return their equipment to any of the locations throughout the city (at all the schools). More details will be provided on this.

## Classroom Technology:

Mercy will be sending out a separate email with End of Year Classroom Technology information soon.

6. \_\_\_\_\_ **SPECIAL EDUCATION:** If you have hard copies of any remaining **Special Education Reports**, Evaluations, Progress Reports & IEP's—Deliver to Stephanie's office
7. \_\_\_\_\_ **Classroom Repair List** – If repairs are needed please complete send an email with the action needed to Nate, Cam and Jessica.
8. \_\_\_\_\_ **ACCESS CARDS & KEYS:**
  - ***INPERSON staff*** - must turn these in at check out on the last day.
  - ***OLA Staff*** - Please email Nate with a time and date you will be coming in to prepare your classrooms and turn in your access cards & keys. ***If you are working from the building you can hand in your keys on the last day.***
  - You do not have to turn in your CPS ID.
9. \_\_\_\_\_ **Student I.D. Cards – N/A this year.**
10. \_\_\_\_\_ **Walkie Phones** – Any staff with Nextel direct connect phones should turn them to the office in at checkout, labeled w your name & rm #, with charger, belt clip (if still usable), and box (if received).
- 11 \_\_\_\_\_ **Cumulative Files – *GRADE 4 Team Only***

The grade 4 team will use staff meetings to clean out their cumulative files and sort them for each of the three Middle Schools. There will be 3 labeled boxes provided for each of the middle schools that you can use to sort these files. Nate will be sending out an email with further info.