

Nevada-Utah Conference Educator's Final Check-List

- _____ 1. Register done in SmallSchool Minder
- _____ 2. All promotions recorded in daily Register-Grade cards issued.
- _____ 3. Scholarship recorded for grades 9 and 10th completely filled out.
- _____ 4. Fill out special work to be done in the summer.
- _____ 5. Closing report completed, in SmallSchool Minder
- _____ 6. Period grades recorded in SmallSchool Minder. Yearly averages recorded.
- _____ 7. Cumulative folders for all graduates and those transferring to another school have been mailed to the Conference Office.
- _____ 8. Achievement test results recorded in cumulative folders and cumulative folders brought up-to-date.
- _____ 9. My textbook order for next fall has been sent to the appropriate text book publishers as found in the Pacific Union text book list. (this has been sent to your school)
- _____ 10. Pupils desks are clean and marks erased from textbooks and stored.
- _____ 11. The Curriculum Guide, Reading Outline, materials of instruction, desk copies, teacher guides, textbook lists, etc. are stored in a safe place.
- _____ 12. All School library books have been returned and placed on shelves.
- _____ 13. The Original Inventory of school equipment has been returned to the Conference office and a copy is kept at the school.
- _____ 14. Classrooms and grounds have been left in good order.
- _____ 15. I have given the School board Chairman a list of needed improvements and repairs.
- _____ 16. The school keys have been returned to the appropriate person.
- _____ 17. I have returned my summer school authorization and Transcript release form if I plan to attend Pacific Union College or La Sierra University this summer.
- _____ 18. Order Red Medical folders for Teachers and Students attending next school year.

Principal _____ Date _____

School Board Chairperson _____ Date _____

Teacher _____ Date _____

The original, signed copy of this Educator's Final Check List needs to be sent to the Nevada-Utah Conference Office of Education before final paycheck of the contract year to be issued.