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| Completed | Task to Be Done |
|  | **Report Cards Complete** |
|  | Comments Written |
|  | Report Cards Turned into the Office |
|  | **Classroom Inventory** |
|  | Classroom Supplies |
|  | Desks and Chairs |
|  | Curriculum on Hand |
|  | Curriculum Needed to Be Ordered |
|  | **Clean-up** |
|  | Teacher’s Desk Should Be Neat and Clean |
|  | Student desks Should Be Cleared and Clean |
|  | All Student Materials Should be Sent Home |
|  | Pictures, Charts, Games, and Other Materials Stored and Organized in Classroom Closet |
|  | Any Maintenance Requests Should Be Reported to the Office |
|  | **Student Textbooks** |
|  | Consumable Textbooks Should Be Recycled Place in Recycle Bins |
|  | Any Unused Textbooks Should Be Recorded on Inventory and Placed in Safe Place |
|  | **Classroom Lists** |
|  | Provide Reading Level |
|  | Provide Accommodations Provided to Student |
|  | Behavior Concerns Should Be Turned into the Principal Separately |
|  | **Cumulative Record Folder Complete** |
|  | Standardized Test Record Complete |
|  | Family Information Updated |
|  | Personal Data Completed |
|  | Final Report Card Filed |
|  | All Miscellaneous Information Collected (Progress Reports, Conference Reports, etc.) |
|  | **Miscellaneous** |
|  | Faculty Handbook Turned In |
|  | Key Turned In |
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