

TEACHER CHECKOUT

CHECKLIST
200 ___/200 ___

CUM FILES							
REPORT CARDS							
REGISTERS							
Closing Report							
INVENTORY							
Classroom Report							
Textbooks							
TEXTBOOK ORDERS							
KEYS							
CLASSROOM							
Cleaned							
Texts Stored							
T. Edition Stored							
Files Updated							
AV EQUIPMENT							
REPAIRS							
COMMON AREA							