



Staff Member

Please see appropriate personnel in the order listed and present to an Administrator for final checkout.

*Note: Classified staff are available until 3:30pm each day!

Attendance (Christine Siegand)

____ Attendance Summaries

Business Office (Lisa Thomas)

____ Club Advisors must submit:

- Monies – turned in
- Receipt books (If Applicable)
- Activity requests/payment requests

____ Club Secretary and Treasurer Handbooks (If Applicable)

____ Radios (If Applicable)

Media Center (Heather McCarthy) MISSING ITEMS: _____ (for M.C. Use)

Before coming to the Media Center: 1) Check Destiny account status 2) Complete classroom textbook set and Chromebook inventory forms 3) Place Chromebooks in order by district ID# (RMHS-Chrome-#) 4) Wrap loose cords 5) Check headphone and mice boxes and list any defective/missing items

____ Library Items • Checked in or renewed library items for summer

____ Textbook Items • Checked in or renewed teacher materials for summer
• Turned in inventory form if storing classroom textbook set for summer

____ Tech. Items • Checked in or renewed teacher tech devices (including cables, loose projectors, dongles, etc.)

• Returned Chromebook cart/set + completed inventory sheet + cart key (EMKA-EK333)

• Checked in or renewed headphone sets, mice sets, and power strips

* Store in top desk drawer: remotes, microphone, loose cables/parts for room's tech.

* Move all items saved on your desktop to your H: or you may lose them over the summer!

Assistant Principal's Office (Kim Ballard/Chris Calderwood/Julio Omier)

____ Area/classroom/office repair request

____ Common Sense Media Training Page (ELA Only)

____ Return Red Emergency Folder (Isaac or Sandra)

Registrar's Office (Kelly Hernandez)

____ Second semester grade sheets

Principal's Office

____ School keys checked in / out

____ Sign June payroll record

____ Summer contact information

Date(s) unavailable: _____ through _____

Mailing address: _____

Telephone: _____

Final check out – Administrator

Date

Administrator signature

If you will not be returning for the 18/19 school year, you must turn in your keys to the office no later than 3:30 PM on June 8, 2018.