



BELLAIRE HIGH SCHOOL
Teachers Final Check Out Sheet
Spring 2014

 Type or Print Your Name

 Summer Telephone Number(s)

 Summer Address

 City, State, Zip

 Emergency Contact Person

 Emergency Contact's Telephone Number

Assistant Principal	Final Exam for incompletes	_____ Gary Tunstall
Laptop	Only required for teachers not returning in August 2014. Return to 220	_____ Allen Scarrow/Joesph Nguyen
Dept. Chairperson	File copy of Final Exams With Answer Key	_____ Department Chairperson
Librarian	Library Book/Media & Audio-Visual Equipment	_____ Carl Casteel
Attendance	Missing signatures on Attendance records, state cards, withdrawals & unsubmitted ADA attendance	_____ Damaris Trevino
Financial Clerk	School Accounts & Fund Raising Record of Activities	_____ Donna Littlejohn
Annual Program Report	Link provided in Check-Out email from Mr. McDonough	_____ Faculty signature verifying submittal.
Textbooks	Only required for teachers not returning in August 2014.	_____ Diana Leeson
Data Specialist	Grades Verified in Grade Speed	_____ LeKeitha Moody
Registrar	Notice of Failure must be in submitted by grade level	_____ Sandra Luckett (After Moody)
Main Office	Room, storage, and elevator keys, Sign-in Sheets, Absent from Duty Forms	_____ Terri Saldana

Write teacher's name and room number on loose items, including furniture and personal things which will be moved out for cleaning and moved back in afterwards.