***Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room\_\_\_\_\_\_\_***

|  |  |  |  |
| --- | --- | --- | --- |
| **Due Date** | **Task or Items Needed** | **Person Responsible for Checking for Completion of the Task** | **Signature** |
| **May 4th** | WSO developmental checklists finalized and all indicators rated | **ELS** |  |
| **May 7th** | Assessment Tracking Form (HS) | **ELS** |  |
| **May11th** | Narratives Summaries (WSO) /Pre-K Progress Reports (WSS) due for each student (Save on your desktop or laptop) | **ELS** |  |
| **May 11th** | PALS Assessments Due | **ELS** |  |
| **May 14th-May 18th** | Conduct Parent Conferences | **ELS** |  |
| **May14th-25th** | Kindergarten Visits/Transition activities | **ELS** |  |
| **May 21st** | Parent Conference Forms (HS) | **ELS** |  |
| **May 25th** | Health and Safety Checklists (HS) | **ELS** |  |
| **May 25th** | Turn in **ALL** Hatch Tablets to **Whitefoord.**  If leaving PreK turn in **ALL (IPads, Hatch, Chargers)**technology **to Whitefoord.**  ***Hardware survey should be completed & taped to each box/tablet*** | **ELS** |  |
| **May 25th** | Clear out all Binders (GRC,Head Start,Assessment) and store contents in a secure area in your classroom. | **ELS** |  |
| **May 25th** | Submit May attendance to your FSS (HS) | **FSS** |  |
| **May 25th** | Pack up classroom,  Submit Maintenance issues to site facilities personnel | **ELS** |  |
| **May 25th** | Secure All classroom technology (Laptop, Printer or Computer(s), IPads) | **Principal or Designee** |  |
| **May 29th** | Secure Student Folders (2017-2018) and send via school mail to the Office of Early Learning | **Principal or designee** |  |

***Teacher Signature Verifying Completion of Checklist***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Revised *May 16, 2018*