ESY Teacher and Related Service Check Out List

\_\_\_\_\_ **Progress Reports** printed and due to basket in main office on **July 9th**

\_\_\_\_\_ Class lists, medical concerns list (turn in by Thursday, July 11th)

\_\_\_\_\_ Supply bins (Turn in by Thursday, July 11th)

\_\_\_\_\_ Return all curriculum to appropriate boxes (by Thursday, July 11th)

\_\_\_\_\_ Badges – Return to main office in exchange for paycheck

\_\_\_\_\_ Sign-in student specific materials to check-in person (Thursday, July 11th)

**PLEASE LEAVE YOUR CLASSROOM AS IT WAS WHEN YOU ARRIVED**

**THANK YOU!**

Please remind assistants to turn in time sheets on Monday, July 8th and badges to office on Thursday, July 11th after students leave.