

# JUNE 10 EXIT REPORT

PLEASE CHECK EACH ITEM AS YOU COMPLETE IT.

Teacher \_\_\_\_\_ School \_\_\_\_\_

Your JUNE PAYCHECK is not earned until all items on this report, and any other requested materials, are completely and accurately filled out and received by the Office of Education.

## CUMULATIVE RECORD FOLDERS

- Complete **Student Information** section
- Attach **student photo**
- Include **current MAP Student Profile report**
- Current student application form
- Student 4th Quarter Report Card
- Pertinent diagnostic test results (i.e., academic, psychological, IEPs)
- Student Health and Immunization Records (May be filed separately for privacy)
- Pathways Literacy Record Cards

## MISCELLANEOUS ITEMS

- Borrowed materials returned to the Office of Education
- Special Travel Report form (for reimbursable expenses) e-mailed
- All school library books checked and put away
- Bloodborne Pathogens course on Sterling Volunteers website completed for upcoming school year

## TURN IN THE FOLLOWING TO YOUR PRINCIPAL

- This sheet with all applicable items completed and checked off
- Teacher's Closing Reports printed from the NAD Dashboard

## PRINCIPALS ONLY:

- For Junior Academies, please upload the GPA information in Jupiter and submit to Dashboard.
- Print Closing Reports from the NAD Dashboard Data Rollup Reports. This should match the student data in your student information system, Jupiter iO or Renweb.
- Freeze closing reports and Freeze imports in NAD Dashboard

## PRINCIPALS--SEND THE FOLLOWING TO THE OFFICE OF EDUCATION BY USPS MAIL OR E-MAIL:

- June 10 Exit Reports from teachers/principal
- Teacher's Closing Report printed from the NAD Dashboard
- Principal's Closing Report printed from the NAD Dashboard
- Requests for CEUs (form found on the Education website under Teacher Resources)
- Michigan Right To Know Checklist
- Copy of Asbestos Annual Letter of Notification
- Copy of spring Semi-Annual Surveillance of Asbestos form
- School Inventory and School Equipment Update
- Constituent Church form completed (found on Principal's website)

Teacher Signature \_\_\_\_\_

Home Phone \_\_\_\_\_

Teacher Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip

## CERTIFIED STATEMENT:

I have checked this work and find it has been completed according to the instructions from the Office of Education.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
School Board Chair's Signature