End of School Check List — 2008-2009

The items listed in the shaded areas should be sent as soon as possible following the last day of school. The other items should be sent prior to leaving for summer.

	Absence Reports for May/June (needed on last day of school)
	Attendance for May/June — Pages 1, 2, 3, 4
	**Attendance Reports/Computer Generated (Principal OK'd) including audit reports; total days absent, total days attended for 2008-2009 for claimable and non-claimable (page 3) **Each month of the computer printouts should have the daily absence/tardy slips attached for that month.
	Building Plot
	Cafeteria Bills and Books
	Cooks' Inventories/Requisitions (If not completed, Head Cook should bring them to the Administration Office)
	Daily Attendance Sheets (Absence/Tardy)
	Daily Lunch/Breakfast Forms
	Final Lunch Report
	Free Lunch Forms
	List of Transfer-In/Transfer-Out Students
	Long Distance Phone Call Sheets
	Special Education Attendance (Central, Adams, & LJHS - needed as soon as school is out to forward to other districts, do not hold until all attendance reports are completed)
	Summer Addresses (only if different from regular address)
	Time Sheets - please check to see that name is on all time sheets

Please check each item as completed and return this sheet to the Administration Office with your records.

Secretary Date Principal Date

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Lincoln Elementary School District #27