

**SHERIDAN SCHOOL DISTRICT 48J**  
**LICENSED STAFF FINAL CHECKOUT FORM**  
**2023– 2024**  
 🏫 Sheridan High School

Staff Member: \_\_\_\_\_

		Submit to	Initials	Exceptions Noted:
1	No Outstanding P.O.'s/All invoices/packing slips turned in to DO	Emilie Molloy		
2	Upload Report Card Grades	Bec Hasel		
3	Student desks and tables are clean	Sean Vesper		
4	Room(s) checked by Head of Custodians	Sean Vesper		
5	Store textbooks and other room equipment	Sean Vesper		
6	Report any needed repairs	Sean Vesper		
7	Red First Aid Bags	Bec Hasel		
8	District and Classroom Inventory Sheets	Emilie Molloy		
9	Order Requests for Ensuing School Year	Jenn/Sarah		
10	All school keys to office	Patrick Schrader		
11	P.E. teachers are responsible for gym lockers – clean and empty	Patrick Schrader		
12	Progress Report for any student 50% - 60%	Patrick Schrader		
13	Grade Book printouts of all classes	Patrick Schrader		
14	Inventory Sheets	Patrick Schrader		
15				

**\*\*Remove personal items from staff room fridge\*\***

**Vacancy Notices will be emailed out to all staff. Please check the School email periodically during the summer for important messages.**

\_\_\_\_\_  
 Staff Member's Signature

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

**SHERIDAN SCHOOL DISTRICT 48J**  
**CLASSIFIED STAFF FINAL CHECKOUT FORM**  
**2023– 2024**  
Sheridan High School

Staff Member: \_\_\_\_\_

		Exceptions Noted:
1	Report any needed repairs	
2	All school keys to office	

**\*\*Remove personal items from staff room fridge\*\***

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Staff Member's Signature

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