

## ES CHECKOUT

Side 1 of 2

*(For use by every ES to check out at the end of each school year or when leaving school employment. Final paychecks may be held up while checkout is in process.)*

ES Code: ES\_\_\_\_\_ ES Name: \_\_\_\_\_

School Year: 200\_\_ ES Advisor: \_\_\_\_\_

*Choose One:*

\_\_\_\_\_ Year-end Checkout                      \_\_\_\_\_ Leaving Employment on \_\_\_\_\_

The following tasks need to be completed by the ES prior to the close of each school year, or when leaving employment. You may check out as early as the last day of school, but please have everything completed by two weeks after the last day of school. When everything is completed, return this checkout form to IEM along with your sealed ES Evaluation.

\_\_\_\_\_ 1. I have completed everything applicable to my students in the check-off list on page 2 of this form.

\_\_\_\_\_ 2. I have met with all new prospective students on my list, completed the enrollment paperwork, have submitted electronic POs for next year, and sent paperwork to the office.

\_\_\_\_\_ 3. I have met with all new prospective students on my list as of the last day of this school year, completed the enrollment paperwork, have submitted electronic POs for next year, and sent paperwork to the office.

\_\_\_\_\_ 4. I have notified Student Assignments of the dates I will accept prospective students this summer (if applicable).

\_\_\_\_\_ 5. ES Evaluation is complete and attached to this form in a sealed envelope addressed to your school director.

\_\_\_\_\_ 6. I have administered Scantron tests to all of my 12<sup>th</sup> grade students.

\_\_\_\_\_ 7. I have completed any school required tests or training for this year and any end of the year surveys.

\_\_\_\_\_ 8. I have completed my 4 CTAP courses (new ESs this year may be excused).

\_\_\_\_\_ 9. I have completed an ES APPROVAL FOR STUDENT COUNT form for next year **or** emailed my advisor, if any changes are being requested. I have notified my advisor if my outside employment status has changed.

\_\_\_\_\_ 10. If resigning, I have attached my resignation letter and returned all school property and student files in my possession.

\_\_\_\_\_  
ES Signature and Date

\_\_\_\_\_  
ES Advisor Signature and Date  
(or attach an e-mail from your advisor clearing you for checkout)