

Metcalf End-of-the-Year Checkout

~ 2016 ~

Congratulations! The end of the school year is upon us. Please complete the following steps in order (finish the Checkout Survey last). Your schedule for the final two days is listed on the second page. Please contact [Ryan](#) with any questions.

1. Please use this link, <https://goo.gl/dHgEf9> to make a copy of the end-of-the-year Guided Reading **OR** Fountas & Pinnell reading level document and share it with Christine (**ELA Teachers Only**).
2. If you need to report any of the following items, please download, fill out and email them directly to [Pat](#).
 - [Core Curriculum Orders](#)
 - [Classroom Materials Orders](#) (Only required if needed by the start of school and you will not be in during the summer.)
 - [Damaged or Missing Textbook Form](#)
 - [Locker Report](#) (All Homeroom/PE Teachers must complete this form)
3. The [Checkout Survey](#) must be submitted online by **3:00 p.m. Friday, May 20th**.

Thursday, May 19th – Last Student Day

All Grades & Overrides Due by 8:00 a.m.

- 8:00 a.m. – 1:00 p.m. = Students are in attendance
- 1:15 p.m. – 2:15 p.m. = All Faculty/Staff Luncheon in MLS 102 (Lunch provided by Social Committee. Retirees will be honored)
- 2:15 p.m. – 3:00 p.m. = Work in your classroom

Friday, May 20th – Teacher Institute Day

- 1:00 p.m. – 1:45 p.m. = Transition Meetings in MLS 102
 - Kindergarten & 1st Grades
 - 2nd & 3rd Grades
 - 4th & 5th Grades
- 1:45 p.m. – 2:15 p.m. = Special Treat Break in Commons/Chocolate Fondue(homemade), Fruit & Ice Cream
- 2:15 p.m. – 3:00 p.m. = Transition Meetings in MLS 102
 - Pre-K & Kindergartens
 - 1st & 2nd Grades
 - 3rd & 4th Grades
 - 6th & 7th Grades

Have a GREAT SUMMER!

