

Metcalf

End-of-the-Year

Checkout

~ 2017 ~

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 [Lisa](#) with any questions.

1. Please use this link, <http://tinyurl.com/lna3avt> 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 26th.**
4. **All student art work should be removed from bulletin boards and hallways.**
5. **Please take all of your items from the refrigerator and freezer before you leave.**

Thursday, May 25th – Last Student Day

- 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 26th – Teacher Institute Day

All Grades and Overrides Due by 11:00 am

- 8:30-9:15 am = **Transition Meetings in MLS 102**
 - Kindergarten & 1st Grades
 - 2nd & 3rd Grades
 - 4th & 5th Grades
- 9:15-10:00 am = **Transition Meetings in MLS 102**
 - Pre-K & Kindergartens
 - 1st & 2nd Grades
 - 3rd & 4th Grades
 - 6th & 7th Grades
- 10:00-3:00
 - End of the Year procedures

Have a GREAT SUMMER!

