

For Returning Staff

Please fill out this form if you will be returning in the fall.

Name: _____

- I have turned in any reimbursement forms to Jan (mileage, etc)
- I have completed all paperwork (including progress reports, IEPs, MDTs, etc)
- I have turned in purchase requests for test protocols that I need for next school year.
- My Google calendar is up-to-date and accurate
- My absence reports are completed and match my Google calendar.
- I have signed my contract and turned it in to Dawn Pierce.
- If I provided services in a licensed Day Care, The Daycare/s are listed below.

- I acknowledge that I am responsible for either:
 - A.) Delivering my laptop to the Admin building for summer maintenance on the designated day, OR;
 - B.) Paying out of my own pocket for George to clean my laptop at another time.

Initials

Date