

University Preparatory
Certificated Employees
End-of-Year 2019-20

Name

Custodial

Please list any repairs needed in your classroom:

Library

Returning items to the library is optional, unless you are retiring this year. Miranda will be in the library from 10am to noon on Friday, May 22nd, for retiree check out, and to accept items from any teacher WANTING to return them. Again, this is strictly optional for most teachers.

Teacher Signature

Librarian Signature

Computer Media

Please list all electronics you are leaving in your classroom, or have in your possession (document camera, laptop, etc.):

Retirees

Return keys to Administration and sign final payroll.

Teacher Signature

Administration Signature