

Teacher's Name _____ Date _____

ASMSA END OF YEAR PROCEDURES
Office of Academic Affairs

TASK	RESPONSIBLE PERSON
1. Complete orders: a) equipment, b) materials/supplies, c) textbooks	
2. Complete inventory: a) Classroom/office, b) Equipment, c) Materials/supplies, d) Text and teacher editions e) Checked out inventory returned	
3. Curriculum for new/revised courses submitted (Syllabi due to Dean of Academic Affairs prior to next school year.)	
4. Equipment stored and room(s) left in clean/orderly condition Room(s) _____, _____, _____, _____	
5. List requests for summer check out of keys, equipment, or other ASMSA property:	Dept. Chair _____
6. All fees/charges paid (cafeteria, phone, etc.)	
7. Activity accounts submitted and cleared (money bags, receipts, etc.)	Receptionist _____
8. Summer address, phone number, and E-mail addresses on file	
9. Work orders submitted (maintenance, custodial, etc.)	
10. Record In-Service Hours form, if applicable	
11. Computer account cleaned out	
12. Copy of grades/grade books turned in.	Secretary to the Dean of Academic Affairs _____
12. All grades entered in FA Web	
13. Grades of I (Incompletes) changed	
14. UALR Concurrent grades entered into BOSS	Registrar _____

Dean of Academic Affairs /Designee _____ Date _____

*******Academic staff is not released for the summer until this form is complete.*******