

June

To Do:

- ☐ Meet with each teacher to review professional growth (iObservation Growth Goal, summative comments, etc.).
- ☐ Post School Year Report – **DUE June 18, 2026**
- ☐ School Closing Report on NAD Dashboard (MANUAL for TeacherEase; Roll-up for AE-Connect & FACTS/Renweb) – **DUE June 18, 2026**
- ☐ **REQUIRED** Finalize Summative Evaluation comments in iObservation and “close/submit.” See May tab and/or email for directions. – **DUE Prior to End-of-Teacher-Contracts (June 18 for most)**
- ☐ Complete school and classroom inventory. (Keep in secure location.)
- ☐ Update and file Drill Record. (Forms can be found in August tab. Keep in secure location.)
- ☐ NOTE: If you do not have an “End-of-Year Checklist” for your teachers, please contact Kim Cornette or your fellow administrators for samples. There are additional items to complete, such as signing cumulative folders, printing and filing MAP reports in cumulative files, etc.