

### Staff end of year checklist

(Please print or copy/paste into an email to [Kadams@spurisd.net](mailto:Kadams@spurisd.net))

- List any issues or repairs needed
- Do you have any needs for next year
- Is your projector working?
- Do you have adequate Wi-fi signals in your classroom?
- Turn off and unplug your computer. Janitors will do this if not any your computer might crash and lose data.
- If you are teaching summer school tell me what dates so I can postpone any IT repairs.
- Once all these are checked, get this page to the IT Department, and then please let the principle know that you have turned yours in.

Thank you: From the IT Department