

Last Week of School Checklist

May 2021

Monday, May 17th

- Report cards and i-Ready reports placed in your box
- Put report card and i-Ready report in envelope

Tuesday, May 18th

- Hand out report cards + i-Ready report to cohort A students
- Collect all textbooks for cohort A students
- Walk in-person students to MPR to pick up certificates, Reading Counts prizes (take the entire envelope). Leave online students' envelope in the box

Thursday, May 20th

- Hand out report cards + i-Ready report to cohort B students/cohort D students (4 days a week group)
- Collect all textbooks for cohort B students/cohort D students
- Walk in-person students to MPR to pick up certificates, Reading Counts prizes (take the entire envelope). Leave online students' envelope in the box
- 6th graders turn in devices and textbooks during promotion

Friday, May 21st

- Support staff (Kim, Liz, Andy) collect devices from all groups and textbooks from online students [MPR]
 - 9:00-10:00 Last name A-H
 - 10:00-11:00 Last name I-Q
 - 11:00-12:00 Last name R-Z

Monday, May 24th

- 8:00-12:00 All returns (make-up day) – Lindsay [MPR]

Monday, May 24th – Thursday, May 27th

- 7:00-3:00 All returns to office

*Cohort A – Monday/Tuesday in-person students

*Cohort B – Wednesday/Thursday in-person students

*Cohort D – Monday/Tuesday/Wednesday/Thursday in-person students