

## 2023-2024 Sussex County Vocational Technical High School – Check Out Form

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Unisex T-Shirt Size: \_\_\_\_\_ Alternate Email Address: \_\_\_\_\_  
**Summer Address if it is different from permanent:** \_\_\_\_\_

\*Please return this completed form to your supervising principal before 3:15pm on Wednesday, June 12<sup>th</sup>.

Initials	Person to Sign Off	Description
	Supervising Administrator	Grades Published - List of students who did not pass
	Supervising Administrator	DPAS or DTGSS forms in Data Service Center
	Supervising Administrator	Keys
	Supervising Administrator	Room condition – Verification needed
	Supervising Administrator	Repair requests have been entered (Tech Desk Online)
	Supervising Administrator	Furniture, Fixture, and Equipment Inventory form
	Academy Coach	Textbook Inventory
	Academy Coach	Verify budgets and requisition forms turned in
	Academy Coach	Classrooms organized -Mark items with blue tape, lock closets/drawers, rugs rolled up, boards cleared
	Daniell Bullock	Certification data sheet (CTE teachers only)
	Daniell Bullock	Verification Form of Completers (CTE teachers only)
	Mark Quillen	Summer workout schedule/fall tryouts (fall coaches only)
	Shana Bredbenner	Student debt form
	Phil Wilson	Technology checkout form
	Carol Wothers	Special Education procedures (Special Education teachers only)
	Kristen Hatfield	Public appeal inventory form (if applicable)
	You	Back up data and change computer password