

MONTH END CHECKLIST
(to be turned in on the last working day of each month)

CFA, TEACHER

TO EDUCATION MANAGER:

- _____ Calendar with next month's themes and activities in **ENGLISH and SPANISH**
- _____ Field Trip Authorization Form
- _____ Classroom Attendance Form
- _____ Teacher Observation of Teacher Assistant with a completed Responsive Observation attached.
- _____ Completed timeline for the month
- _____ Copies of Authorizations for Release of Information (with schools initialed), CIS forms (readable) & Parent Staff Conference forms (both pages, which include the transition survey) for all children transitioning to Kindergarten (May only)

TO AREA DIRECTOR:

- _____ In-kind Contribution forms
- _____ Classroom Volunteer In-kind Forms
- _____ Mileage Sheets from parents (if applicable)

TO FAMILY AND COMMUNITY DEVELOPMENT DIRECTOR:

- _____ Family Partnership Tracking Sheet
FILLED OUT ON FRONT AND BACK MONTHLY

TO NUTRITION DIRECTOR:

- _____ Copy of Classroom Attendance

TO EDUCATION/DISABILITIES DIRECTOR:

- _____ ESD Sign in / out Sheets
- _____ RIF Center Reports (October, January, & April)

FULL DAY CENTERS ONLY

TO ADMIN ASSISTANT-FISCAL:

- _____ Classroom Attendance Record
- _____ Sign in/out Sheets