



END-OF-SEMESTER CHECKOUT FORM

This is to certify that I have turned in all records and equipment and have cleared all parking tickets as indicated below:

- Yes No A printout of final grades that have been entered into the system via the Internet. Please print your name on the top of each class roll.
- Yes No Original Class Record book (Grade book) has been turned in to the Academic Division.
- Yes No All Library Books have been returned to the Library.
- Yes No All Audio-Visual Equipment has been returned to Media Services.
- Yes No Delgado Parking Tickets have been paid or cleared through Campus Police.
- Yes No Monthly/Quarterly Safety Training has been reviewed and acknowledgement receipt has been electronically submitted.

If necessary to use library books or audio-visual equipment during the semester break, indicate what books and/or audio-visual equipment you will be using.

Signature of Faculty Member

Date