

## **END-OF-THE-YEAR CHECKLIST**

- Update health folders for transfer to middle/high school. (Remember to purge folders of unneeded papers) Special Ed reports to be completed and in cum folders.
- Notify school to check Q with any students that have Health and Immunization Concerns for students promoted to new schools. After nurse's approval, keep a copy for your records.
- Send immunization summer letters home.
- Obtain list of promoted students from front office to use as a checklist of health folders being sent. Place health folder in the student's cumulative record.
- Order supplies and forms for the new school year.
- Collect first aid boxes from teachers, clean and restock for the new school year.
- Return audiometer to Health Services (P-1) for calibration.
- Secure Snellen and other equipment and materials for safe keeping.

### **REPORTS TO COMPLETE:**

**PLEASE TURN IN THE FOLLOWING REPORTS TO HEALTH SERVICES NO LATER THAN THE FRIDAY BEFORE SCHOOL IS OUT:**

- Monthly Reports for June
- Annual Health Office Monthly Report
- Annual Hearing Report
- Annual Vision Report
- Annual Scoliosis Report (middle schools only)
- Oral Health Assessment