

TIP #56  
[6.3.16]



Year End

For most of us, the end of the school year is almost here and I still wonder --- “what happened to March?” The staff in my school start a 'count down' calendar shortly after we return from Spring recess and I always tell them that they are 'wishing their lives' away and should be enjoying each day.

But I digress.

When preparing to close out the school year, we need to also prepare for the next school year in some fashion. For example:

- I already have a calendar that indicates all the holidays and days off for the 2016-2017 school year
- I already have a new academic calendar (book style) that I add the above important dates in addition to other tentative dates (like picture day; like the start of the annual candy sale; etc.)
- In closing out this school year, I make sure to file all those observations that have been sitting on my desk because there just isn't enough time to do it during the day.
- In closing out this school year, my principal likes the staff to have an updated faculty address list should anyone want to get together during the summer vacation or just keep in touch.
- In closing out this school year, I make sure my desk is cleared and locked to avoid anyone from taking advantage of my desk while on vacation because even though there are no students or staff around, the building is still opened.
- In closing out this school year, I leave myself notes (in a safe place of course) as to what my passwords are for the various programs I use because you know by the time September rolls around I will have no clue!

Do you have similar practices in place? Please feel free to share with us how you prepare for the close and opening and we will share with the NYSAEOP members before the current school year is a fond memory.

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