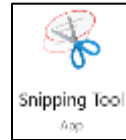


# End of Year Checklist

- ✓ **Stay informed:** We will be bargaining our return to school. Don't you want to know how it goes?
  - **Do we have your home email? If not, please share it with us by emailing [Lama](#).**
  - **Have you joined our text line?** Text **LWEAInfo** to 41411
- ✓ Keep an eye out for [unemployment fraud](#) committed in your name. WEA has shared [fraud information](#) too.
- ✓ **By June 3:** Complete the [WEA Member Statewide Survey on Fall 2020](#).
- ✓ **By June 5:** Complete the [Technology Integration Survey](#). Takes no more than 10 minutes.
- ✓ **By June 12:** Sign and return your [20-21 contract electronically in Employee Access](#).
  - Take a screen capture of your completed signed contracts as an extra and optional precaution using the snipping tool.
- ✓ **By June 15:** Submit your [Professional Fund](#) documentation.
- ✓ **By June 15:** Receive and review your [final summative evaluation](#); 1<sup>st</sup> year teachers would also have a summative conference. We created an [FAQ document](#) for the Evaluation LOU.
- ✓ **By June 19:** Pack up your room for the summer following your building process to ensure safety, including [wearing a face covering](#) according to the [King County Public Health directive](#).
- ✓ **By June 19:** Complete [end-of-year technology tasks](#).
- ✓ **By June 19:** Finalize your gradebook: [end-of-year dates](#) and information on [Incomplete grading](#).
- ✓ **If you are leaving the district,** review [section 10.16 of the CBA](#) for dates and notification responsibilities.
- ✓ **By June 30:** Notify [leave@lwsd.org](mailto:leave@lwsd.org) about rolling over annual days. **We have signed a LOU that allows employees to [accumulate up to 60 hours of personal leave](#) for the 20-21 school year.** Check your leave balance in Employee Access before planning roll over vs. cashing out days at the sub rate.
- ✓ **[Elect building reps](#)** for next year (building could also do this during August LEAP). Check with your building rep for details.



**By June 20:** enjoy your summer break. June 19 is your last day of work for this school year.