

May 23, 1980

TO: All Central High School Faculty

FROM: Hilburn Dunahoo

1. Turn in register for the ninth month report on Friday May 30. If you cannot complete register on this day, please give your register to Mr. Delaney.
2. Turn in register with yearly report completed on Tuesday June 3, 12:00.
3. Turn in list of books that you collected this year - give title - author - number of books.
4. Turn in names of students that owe for books and amount they owe - list whether lost or damaged.
5. We will hold students report cards if they owe for books. We will also hold students schedules for next year. Put notice on report card if we should hold report card. Forms will be in the office to fill out about students debts. Each teacher should fill out form on the student that owes for books. (not homeroom teacher)
6. Turn in room inventory.
7. Each teacher should work with head of department to complete book inventory. (forms in office)
8. Each teacher should work with head of department on book order for next year.
9. Turn room keys into office. Put your name and room number on each envelope and seal keys inside. If you keep your keys this summer notify Mrs. Stevens or Mrs. Yauk.
10. Turn in grade book for 1979 - 80 year. THIS IS VERY IMPORTANT. Turn in by June 4.
11. Put copy of report cards in folder and turn advisor folder in to Mrs. Richard.
12. Please check room and turn in any repairs that need to be done over the summer.