



## **Don't Trash List!**

- **Make copies of:**
  - S-Team paperwork
  - Inventories (book, furniture)
  - Temporary Rolls
  - Gradebook before resetting range
  
- **Remember to save grades to a disk and/or to the network server**
- **Don't throw away:**
  - anything dealing with money
  - skills tests/diagnostic tests/specific departmental requirements notes from parents  
communication to parents
  - discipline documentation
  - paperwork related to employment (contract, leave forms, receipts for out-of-pocket expenses)
  - notes from parent conferences
  
- **Remember to lock your door and/or your computer screen if you leave your room.**
  
- **Consider keeping student work in folders in your room for parent conferences and in case of a grade discrepancy.**