

2023-24 YEAR-END PRINCIPAL CHECKOUT
Principal Checkout with Administrator of Schools

SCHOOL: _____

CHECKOUT DATE AND TIME: _____

ITEM - Allow for turnaround time...	DATE DUE	CHECKOUT PERSON	ELEM	MID	HIGH
The AOS will provide the following items at checkout:					
District Budgets: Land Trust, TSSA, Equipment, Postage, Supplies, Textbook, PLC, and In Lieu - <i>(printout will be provided at checkout)</i>	Checkout	Administrator of Schools	X	X	X
School Fund 21 Budget	Checkout	Administrator of Schools	X	X	X
TSSA Plan - <i>(review of current year & goals for coming year)</i>	Checkout	Administrator of Schools	X	X	X
JAES Interim Evaluation: 1. Reflection Sheet 2. Professional Development Plan	Checkout	Administrator of Schools	X	X	X
JPAS Evaluation Completion	Checkout	Administrator of Schools	X	X	X
FTE Staffing: please update your enrollment dashboard	Checkout	Administrator of Schools	X	X	X
Fixed Asset Inventory <i>(Annual Process)</i>	Checkout	Administrator of Schools	X	X	X
The school will provide the following items at checkout:					
Copy of Summary/Feedback on Job Shares from Parents	Checkout	Administrator of Schools	X		
Administrative Assistant Trade Days & Optional Summer Hours 2023-24 Form	Checkout	Administrator of Schools	X		
School Summer Schedule - (Office Hours, Contact Name, etc.)	Checkout	Administrator of Schools	X	X	X
Ends Policies - <i>(code of conduct, extra-curricular/enrichment should be posted online)</i>	Checkout	Administrator of Schools	X	X	X
Crucial Concerns and Policies - <i>(bring Skyward report - who has completed it and who has not)</i>	Checkout	Administrator of Schools	X	X	X
2024-2025 Schedules - <i>(Bell, PLC, Intervention, Faculty Meetings, etc.)</i>	Checkout	Administrator of Schools	X	X	X
District Policy AA432: Schoolwide Attendance Plan	Checkout	Administrator of Schools	X	X	X
School Safety Prevention Plan	Checkout	Administrator of Schools	X	X	X
Principal's Report - Drivers Ed. Statistics/*4th Quarter Report	Checkout	Orginal to Brad Sorensen			X
Scholarship Report - <i>(original to Sandra Riesgraf/Communications)</i>	Checkout	Brad Sorensen/ Sandra Riesgraf			X
High School Fundraising Summary Report - <i>(SuccessFund Review)</i>	Checkout	Brad Sorensen			X