

## 2024-2025 YEAR-END PRINCIPAL CHECKOUT

### Principal Checkout with Adminstrator of Schools

SCHOOL: \_\_\_\_\_

CHECKOUT DATE AND TIME: \_\_\_\_\_

ITEM - Allow for turnaround time...		DATE DUE	CHECKOUT PERSON	ELEM	MID	HIGH
<b>The AOS will provide the following items at checkout:</b>						
	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 &amp; 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 Evaluations Complete	Checkout	Administrator of Schools	X	X	X
	FTE Staffing: Update your 2025-26 Enrollment Dashboard	Checkout	Administrator of Schools	X	X	X
	Fixed Asset Inventory <i>(Annual Process)</i>	Checkout	Administrator of Schools	X	X	X
<b>The school will provide the following items at checkout:</b>						
	Copy of Summary/Feedback on Job Shares from Parents	Checkout	Administrator of Schools	X		
	<a href="#">Administrative Assistant Converted Summer Hours 2025-26 Form</a>	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 posted on website)</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
	2025-2026 Schedules - <i>(Bell, PLC, Intervention, Faculty Meetings, etc.)</i>	Checkout	Administrator of Schools	X	X	X
	District Policy AA432: Schoolwide Attendance Plan <i>(posted on website)</i>	Checkout	Administrator of Schools	X	X	X
	2024-25 School Safety Prevention Plan <i>(posted on website)</i> , review of 2025-26 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