

# Intradistrict Communication

DATE: May 2, 2018  
TO: School Principals and Administrative Assistants  
FROM: Administrators of Schools  
SUBJECT: Principal Year-End Check Out Materials for 2017-2018

Attached is the list of all forms and items to be completed for principal check out.

- Items highlighted in purple will be reviewed at check out with your Administrator of Schools.
- Items highlighted in green require you to bring the requested items to your checkout.
- Forms provided by the District for principal check out **are** included with this JAM and will no longer be on a separate website.
- You should turn in one completed copy of each form and keep a copy on file in your school for easy reference as you prepare the check out for the next school year.

If you have any questions, please contact your Administrator of Schools' administrative assistant.

MA/nt