

Intradistrict Communication

DATE: May 9, 2024
TO: School Principals and Administrative Assistants
FROM: Administrators of Schools
SUBJECT: Principal Year-end Checkout Materials for 2023-24

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

- Items highlighted in yellow 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 checkout **are** included with this JAM.
- 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 checkout for the next school year.

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