2017-18 SCHOOL PRINCIPAL CHECK OUT

SCHOOL:	DATE DUE		CHECK OUT PERSON	ELEM	MID	HIGH
	YRE	TRAD				
ITEM	*Allow for turnaround time…*					
Principal Check Out with Administrator of Schools	Check Out	Check Out				
Administrator of Schools will review the following items at checkout:						
District Budgets: Land Trust, equipment, postage, supplies, textbook. PLC, In Lieu (Printout will be provided at check out)	Check Out	Check Out	Administrator of Schools	X	X	X
JAES Interim Evaluation: 1) Reflection Sheet 2) Professional Development Plan	Check Out	Check Out	Administrator of Schools	X	X	X
JPAS Evaluation Completion	Check Out	Check Out	Administrator of Schools	X	X	X
FTE Staffing	Check Out	Check Out	Administrator of Schools	X	X	X
Fixed Asset Inventory (Annual Process)	Check Out	Check Out	Administrator of Schools	X	X	X
The following reports will be due to your AOS at check out:						
Copy of Summary/Feedback on Job Shares from Parents	Check Out	Check Out	Administrator of Schools	X		
●High School Fundraising Summary Report	Check Out	Check Out				X
Principal's Report – Driver Ed. Statistics / *4th Qtr Report & Check		06/8/18	Original to Brad Sorensen (w/check)			X
Scholarship Report (original to S. Riesgraf/Communications)	Check Out	Check Out	Administrator of Schools			X
●Principal's Report of Fines/Collection (Form and Check)	Check Out	Check Out	Administrator of Schools	X	X	X
●School-Funded National Conference School Benefit Report	Check Out	Check Out	Administrator of Schools	X	X	X
School checking account balance and anticipated class fees for 2018-19. (Bring a copy of your school checking account balance sheet)	Check Out	Check Out	Administrator of Schools	X	X	X
Ends Policies – code of conduct, extra-curricular/enrichment should be posted online and submitted to your AOS (Bring copies)	Check Out	Check Out	Administrator of Schools	X	X	X
Crucial Concerns and Policies (Bring copy of Skyward report – who has completed it and who has not)	Check Out	Check Out	Administrator of Schools	X	X	X

- Forms found in JAM along with this document