

2019-20 SCHOOL PRINCIPAL CHECK OUT

SCHOOL:	DATE DUE		CHECK OUT PERSON	ELEM	MID	HIGH	
	YRE	TRAD					
ITEM		<i><u>Allow for turnaround time...</u></i>					
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
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
Review and submit TSSA Plan for 2020-21		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 / *4 th Qtr Report & Check			6/8/20	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 (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		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