

SCHOOL: _____

2020-21 SCHOOL PRINCIPAL CHECK OUT						
Principal Check Out with Administrator of Schools						
ITEM - <i>Allow for turnaround time...</i>	DATE DUE		CHECK OUT PERSON	ELEM	MID	HIGH
	YRE	TRAD				
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
School checking account balance (Bring a copy of your school checking account balance sheet)	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: please update your enrollment dashboard	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
TSSA Plan- review of current year & goals for coming year	Check Out	Check Out	Administrator of Schools	X	X	X
The following reports are 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	Brad Sorensen			X
Principal's Report – Driver Ed. Statistics / *4 th Qtr Report		6/7/21	Original to Brad Sorensen (w/check)			X
Scholarship Report (original to S. Riesgraf/Communications)	Check Out	Check Out	Brad Sorensen			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