

Intradistrict Communication

DATE: May 7, 2026
TO: School Principals and Administrative Assistants
FROM: Administrators of Schools
SUBJECT: Principal Year-end Checkout for 2025-26

Attached are the 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.

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