

Intradistrict Communication

DATE: May 29, 2025
TO: School Principals and Administrative Assistants
FROM: Administrators of Schools
SUBJECT: Principal Year-end Checkout for 2024-25

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.