

SCHOOL: _____

CHECKOUT DATE AND TIME: _____

2021-2022 YEAR-END PRINCIPAL CHECKOUT Principal Checkout with Administrator of Schools						
ITEM - <i>Allow for turnaround time...</i>	DATE DUE	CHECKOUT PERSON	ELEM	MID	HIGH	
The AOS will provide the following items at checkout:						
District Budgets: Land Trust, Equipment, Postage, Supplies, Textbook, PLC, and In Lieu – <i>(printout will be provided at checkout)</i>	Checkout	Administrator of Schools	X	X	X	
TSSA Plan – <i>(review of current year & goals for coming year)</i>	Checkout	Administrator of Schools	X	X	X	
School Fund 21 Budget	Checkout	Administrator of Schools	X	X	X	
JAES Interim Evaluation: 1) Reflection Sheet 2) Professional Development Plan	Checkout	Administrator of Schools	X	X	X	
JPAS Evaluation Completion	Checkout	Administrator of Schools	X	X	X	
FTE Staffing: please update your enrollment dashboard	Checkout	Administrator of Schools	X	X	X	
Fixed Asset Inventory <i>(Annual Process)</i>	Checkout	Administrator of Schools	X	X	X	
The school will provide the following items at checkout:						
Copy of Summary/Feedback on Job Shares from Parents	Checkout	Administrator of Schools	X			
School Summer Schedule – <i>(Office Hours, Contact Name, etc.)</i>	Checkout	Administrator of Schools	X	X	X	
Ends Policies – <i>(code of conduct, extra-curricular/enrichment should be posted online)</i>	Checkout	Administrator of Schools	X	X	X	
Crucial Concerns and Policies – <i>(bring Skyward report – who has completed it and who has not)</i>	Checkout	Administrator of Schools	X	X	X	
2022-2023 Schedules – <i>(Bell, PLC, Intervention, Faculty Meetings, etc.)</i>	Checkout	Administrator of Schools	X	X	X	
Principal’s Report – Driver Ed. Statistics / *4 th Qtr. Report	Checkout	Original to Brad Sorensen			X	
Scholarship Report – <i>(original to Sandra Riesgraf/Communications)</i>	May 30	Brad Sorensen/ Sandra Riesgraf			X	
High School Fundraising Summary Report – <i>(form found in JAM along with this document)</i>	Checkout	Brad Sorensen			X	