



**END-OF-YEAR CHECKLIST
ELEMENTARY AND JUNIOR ACADEMY PRINCIPALS**

This checklist is to be submitted to the office of education by the current principal even if the principal is not returning to the school next year. When a new administrator has been appointed, the current principal will vacate the position by June 30. Principals are to check (✓) each item below and return this to the Conference Office of Education with year-end materials:

- 1. Teacher has completed appropriate FACTS (RW) records. The school Closing Report has been completed on the Dashboard and Closing Report Form SR1-05 has been submitted to SCCOE. ***Please verify that all errors have been corrected.***
- 2. **Submit** each teacher's End-of-Year Checklist to the SCCOE.
- 3. **Submit** the required teacher evaluation reports to the SCCOE.
- 4. **Submit** the annual School Evaluation Progress Report to the SCCOE (if required).
- 5. **Submit** summer office hours, along with an indication of your vacation time, and hours in the office (52-week principals are also required to submit vacation request forms throughout the school year).
- 6. Principal has **received** and compiled requests from individual teachers for processing textbook, supply, and equipment orders. Pacific Press orders have been submitted to the local ABC.
- 7. Textbooks, equipment, and supplies have been inventoried.
- 8. Classrooms, storerooms, and office areas have been inspected for neatness and orderliness; and arrangements for improvements and repairs of school facilities have been made.
- 9. **Submit** and implement your school's Summer Marketing and Recruitment program.
- 10. Inventories, orders, and reports have been placed in labeled folders to assist the continuing or newly-appointed administrator in managing operations.

School

Date

Signature of Principal