**SDABC PRINCIPAL YEAR END CHECKLIST**

for school year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be completed and returned to SDABC Office of Education NO LATER than July 1.

**Student Files – required elements**

\_\_\_\_\_\_\_\_\_\_ Attendance record (register or computer based data) is current and complete in each student’s file.

\_\_\_\_\_\_\_\_\_\_ Copies of Report Cards are current and complete and included in each student’s file.

\_\_\_\_\_\_\_\_\_\_ The cumulative record folder for each student is complete and stored in a locked fireproof filing cabinet.

**School Elements**

\_\_\_\_\_\_\_\_\_\_ The Closing Report has been completed on the NAD Dashboard.

\_\_\_\_\_\_\_\_\_\_ All information in the school registers or in our database is current and complete.

\_\_\_\_\_\_\_\_\_\_ The inventory list was updated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is stored in a locked fireproof filing cabinet.

\_\_\_\_\_\_\_\_\_\_ A copy of the latest inventory list is included with this checklist.

**School Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Principal’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: The SDABC Office of Education does not require you to complete the Teacher Closing Report and the Check Sheet to accompany Closing Report from the school register.