

# MINGO COUNTY SCHOOLS 2009- 2010 PRINCIPAL END-OF-YEAR CHECKOU

School: \_\_\_\_\_

Principal: \_\_\_\_\_

<b>Curriculum</b>	
<b>Date</b>	<b>Item</b>
	*Middle & High School Final Master Schedule (including Special Education teachers' inclusive schedule) on Excel Worksheet
8/9/2010	All Master Schedules with course enrollments entered into WVEIS
	*Textbook orders on Excel Worksheet
	Senior Transcripts and Certificates of Proficiency
	*Student Course Failures for the year -- High School only
	*Retention Rosters -- Middle & Elementary only
	School Newsletters and Walkthroughs not previously submitted
	Satisfaction Survey
*May be electronically submitted prior to check out (no less than 24 hours)	

<b>Special Education</b>	
<b>Date</b>	<b>Item</b>
	Outstanding Teacher Reports
	Outstanding Observation Reports
	Work Record for Special Education Aides
	Homebound Payrolls

<b>Transportation</b>	
<b>Date</b>	<b>Item</b>
	Extra Curricular Trip Payroll Forms

<b>Personnel</b>	
<b>Date</b>	<b>Item</b>
	Personnel Evaluations for Current School Year
	Documentation of Highly Qualified status for each teacher

<b>Health</b>	
<b>Date</b>	<b>Item</b>
	Administration of Medication Logs
	Screening Logs for Current School Year

## Attendance / Safe & Drug Free Schools

Date	Item
	Student Assistance Team Log
	*Minutes of Safe School Committee with Log In sheets and list of members
	Individual Student Attendance Incentive Plans (not previously submitted)
	Attendance Incentive Procedures School Plan
	*Documentation supporting Character Education and Safe & Drug Free Schools
	Drop Out Exit Conference (per student)
	*Documentation of the distribution of the policies to staff, students, and parents
	Transfer Log Sheet and Copy of Transfer Request Folder
*May be electronically submitted prior to check out (no less than 24 hours)	

## Food Service

Date	Item
	Food Safety Checklists that have not been submitted
	Health Department Inspection Report
	Food Order for the Opening of School in August
	Unpaid Invoices
	Lunch Report
	Monthly Financial Report with Check
	Cook's Work Records
	Purchased & Commodity Food Inventory
	Supply Inventory
	School Health Index (not previously submitted)
	Wellness Activities and Committee Members

## Payroll

Date	Item
	Final Regular and Substitute Payrolls for June of current school year
	Sick Leave Incentive Payrolls (second semester of current school year)
	Sick Leave Forms and Doctor Excuses
	Work Records for Custodians
	Work Records for Professional Subs
	Work Records for Kindergarten Aides
	Work Records for Pre-K Aides
	Work Records for Pre-K Teachers
	Work Records for School Nurses
	Work Records for Secretaries
	Extended Employment Personnel Payrolls (Employees over 200 days)
	Principals/Assistant Principals Summer Schedule of Work Days
	Interactive/Virtual School Payrolls
	Excess Student Payrolls
	Replacement Teacher/Planning Payrolls
	Enrichment After-School Program Payrolls

## Finance

Date	Item
	County Level Outstanding PO's - yellow copies signed by the Principal
	School Detailed Expenditure/Receipts ISAC Ledger for current school year
	All Tickets Sales Reports (not previously submitted)
	All Fundraiser & Concession Sales Reports (not previously submitted)
	<b>Original</b> Bank Statements from July to closing for current school year
	Faculty Senate Budget & Minutes for approving them
	May and June Closing Report from ISAC (2 separate reports)
	Annual Financial Report (Form WVDE 11-10-24) This report is separate from the end of the year financial report. (Include all receivables and obligations due)
	Back Up Disk for ISAC
Put all <b>School Level</b> financial requirements, individually labeled in one box w name on outside of box. <b>Do Not Put the County Level Outstanding PO's in</b>	

Verification of Check Out Completion:

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Rocky Hall

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Verification	
NA	
R. Hall	
J. Hunt	
NA	
NA	
Missy T/A. Demp	
Kim/R. Hall	
Karen/Kim	
irs)	

Verification	
Special Ed	
Special Ed	
E. Smith	
NA	

Verification	
E. Smith	

Verification	
R. Hall	
R. Hall	

Verification	
G. Runyon	
G.Runyon/Musgra	

Verification	
Dempsey	
Blackburn/Patrick	
Blackburn	
Blackburn	
Missy T.	
NA	
Joy, Blackburn	
Missy T.	

irs)

Verification	
P. Jarrell	
P. Jarrell	
P. Jarrell	
P. Jarrell	
E. Smith	
E. Smith	
E. Smith	
P. Jarrell	
P. Jarrell	
R. Patrick	
R. Patrick	

Verification	
E. Smith	
E. Smith	
E. Smith	
E. Smith	
E. Smith	
E. Smith	
E. Smith	
E. Smith	
E. Smith	
E. Smith	
E. Smith	
E. Smith	
E. Smith	
NA	
E. Smith	
E. Smith	
E. Smith	

<b>Verification</b>	
R. Hall/Karen	
E. Smith	
NA	
E. Smith	
E. Smith	
T. Jarrell/E. Smith	
E. Smith	
Hale	
E. Smith	
ith school	
<b>in this Box.</b>	