Principal's/New Admin CHECKLIST

Documents

- [ ] Copies of financial reports.
- [ ] School Board Minutes.
- [ ] Contracts and job descriptions for local hires and clients.
- [ ] Registration Packet (same packet parents receive)
- [ ] A copy of school documents (accident, incident, suspension, community service, etc.). A copy of the school's handbook.
- [ ] A list of codes for alarms and other important codes.
- [ ] A copy of all State Scholarship Documents (does not include student names)
- [ ] A list of all school board members, pastors, and their phone numbers.
- [ ] An inventory list of items inlcuding desks, chairs, and devices (per classroom).
- [ ] List of passwords and usernames such as the IP Addresses for internet equipment.
- [ ] All safety documents, including fire, tornado, earthquake, and active shooter.
- [ ] A copy of all accreditation site visit documents.
- [ ]

Important Reminders

- [ ] Inform all utility companies to remove your name from accounts you are on (internet, phone, security, etc).
- [ ] Inform all tutoring and scholarship programs/companies of your departure date.

* The principal's checklist binder should be complete before the outgoing principal leaves (or before the last check is received).