

**CUBA INDEPENDENT SCHOOLS  
PRINCIPAL CHECKOUT FORM**

**SCHOOL YEAR \_\_\_\_\_**

**SCHOOL SITE:** \_\_\_\_\_

**PRINCIPAL:** \_\_\_\_\_

NA	YES	NO	DATE	
				1. ADM Reports submitted.
				2. Textbook orders submitted.
				3. List of retainees submitted.
				4. Requisitions for attendance, office supplies, receipt books, lesson plan books, and class record books submitted.
				5. All school keys labeled, accounted, secured and submitted to CO.
				6. Summer addresses (alphabetized) of all personnel submitted to CO
				7. Transfer of student permanent records, elementary to MS, MS to HS.
				8. All textbooks stored properly.
				9. Library book inventory submitted to Central Office.
				10. PED attendance sheets (E's, R's, and W's) submitted to CO
				11. Survey of students transferring to other school districts submitted to CO.
				12. Textbook inventory submitted to CO.
				13. Lost/damaged textbook money collected.
				14. District curriculum guides collected.
				15. Teacher assessment instruments collected.
				16. Equipment inventory submitted to CO.
				17. List of repairs submitted to CO.
				18. Teacher's check-out list submitted to CO.
				19. Drop Out Survey completed (grades 7-12).
				20. Violence, Vandalism, Weapons, Substance Abuse Report submitted to CO
OTHER COMMENTS:				

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date