STANDARD OPERATING PROCEDURE
END-OF-SCHOOL-YEAR CHECKLIST

Purpose: To provide guidance and establish procedures for the orderly close-out of the school year and to ensure that school administrators have submitted required reports, performed required tasks, and received clearance from appropriate individuals prior to departing for the summer recess.

Applicability: This guidance applies to all Isles district administrators with responsibilities for ensuring that all end-of-year tasks, reports and assignments are completed in a timely and appropriate manner and that clearance from the appropriate individuals has been received.

Procedures: The administrator shall review the End-of-School-Year Checklist (Attachment #1) and identify those tasks, reports, and assignments that are applicable to them. Please use the report format for items that appear on the Checklist.

1. As tasks, reports, and assignments are completed, clearance must be received from the appropriate individual(s) through e-mail, telephone, or other means, documenting that items have been completed. **NOTE:** There may be other assignments not listed on the checklist requiring documented clearance prior to the administrator's departure.

2. Final written clearance must be received from the administrator's supervisor prior to departure for the summer recess. The completed checklist is to be presented to the supervisor for final clearance.

Controls:

1. End-of-School-Year Checklists completed and approved.
2. Suspense dates met.

// original signed //

RONALD G. MCINTIRE
Superintendent

(8 Attachments)

1. Isles District Detailed End of School Year Checklist and Timeline for SY11-12, Checklist #1
2. DSO Isles End of School Year Mandatory Reporting, Checklist #2
3. Summer Itinerary
4. Retention List
5. Other User Factor Report
6. GS Employee Summer Calendar
7. Safety and Security Reminders List
8. School Drills and Exercise Report

Principal: _____ **School:** _____

Signature: _____ **Date:** _____

Suspense	☑	TO DO REQUIREMENTS	DSO POC
ASAP		Supervisor enters school-level TP ratings into Modern's TP Mass Appraisals Report. Forward a screen print of the TP Mass Appraisals Report to the District LER. Principal completes ratings for AP's. Performance Appraisals/Spreadsheet/Mass Appraisal Report* GS Performance Appraisals (TP Appraisal period ends 30 April 2012)	Jerry Claytor/Peter Grenier (DoDDS-Europe POC - *Victor Cooper)
25 May		DoDEA Disciplinary Report to DSO *Negative Reports required*	Yasemine Clark
15 Jun		DoDEA Annual School Attendance Report (Analysis includes review of excessive student absences, actions taken, and verification that each district administrators has fully implemented the Regulation (Please use District template)	Jerry Claytor
15 Jun		High School Exam Schedule*	Peter Grenier
15 Jun		Summer Duty Schedule (School Staff)* Att. #6	Jerry Claytor
15 Jun		Summer Workshop (Early Return/Late Release)*	Peter Grenier
11 Jun		Post Secondary Education Plans/Scholarship Report (High Schools)* List of Retentions and Non-Graduating Seniors* Att. #4 *Negative responses required*.	Ron Pope/Nancy Hill
13 Jun		Completed Special Education EOY packets submitted to DSO by CSC Chair	Nancy Hill
15 Jun		SAC/IAC/School Board End-of-Year E-mail Report*	Leo Orlando
15 Jun		Master Schedule (Middle and High Schools)*	Peter Grenier
15 Jun		Base Ground Safety & Security Inspection Reports. Any Remaining Security/Emergency Exercise Reports*; (See Att. #8 for Reminders)	Pierre Flores
4 Jun		Keyboarding Assessment Scores Recorded/Submitted*	Alan Silverstein/Ron Pope
15 Jun		Asbestos Inspection Requirements Completed (and filed in Baker Report binder)*	Tony Vinson
15 Jun		Summer Facilities POC Appointment with phone numbers and address' (e-Mail)*	Tony Vinson/Mike Sherrod/ Jesse Wright
15 Jun		Other User Factor (OUF) Record* Att.#5	Jesse Wright
15 Jun		Drayage requirements for summer identified*	Jesse Wright
15 Jun		Summer Itinerary and Contact Numbers (Principals)* Att. #3	Jerry Claytor
15 Jun		Report to Duty Date (Principal) (submit 222 calendar to DSO POC)*	Peter Grenier/Jerry Claytor
15 Jun		School Supply Funds-90% spend (approved 8052s and signed 2276s in FASTDATA)*	Dennis Jackson
15 Jun		Detailed plan for remaining Curricular funds*	Dennis Jackson
29 Jun		Student Activity Approval Letter, signed by the Superintendent, for carrying funds over 1,000 during Summer*	Jerry Claytor
29 Jun		Student Activity Fund Audit (Middle and High Schools)*	Jerry Claytor
4 Jun		SRI assessment completion (extracted District SIS after 4 June 4)	Ron Pope
11 Jun		New Sponsor and Welcome Packet for New Employees	Jerry Claytor
11 Jun		EDC Certifications of Payment for Current SY completed by principals	Chuck Short
11 Jun		Submit a service desk ticket to remove all school personnel from network and email accounts (TPs, GS, Subs) that are PCSing, resigning, and retiring.	Alan Silverstein
10 Jun		District Summary Checklist #2 completed and submitted to your supervisor Att. #2	Jerry Claytor
21 Jun		GPC Approval Procedure during Summer Months – 8052 and monthly statement approval plan to include POC phone number.	Chuck Short
15 Jun		School Continuous School Improvement Blueprint Portfolio*	Jennifer Simmons
15 Jun		Submission of Updated School Profile*	Jennifer Simmons
27 Jun		Transcripts Printed and Signed (HS and MS)	Ron Pope

The administrator should initial when each task is complete or enter "N/A."
***Denotes requirement to send documentation to the district POC.**

Attachment 1

ACTIVITIES TO COMPLY WITH ASSOCIATION AGREEMENT
DISTRICT SUMMARY CHECKLIST FOR SY 2011 - 2012

Please ensure this end of school checklist is completed, checked and submitted electronically by scan or fax to Jerry Claytor **NLT 17 June 2012.**

1. _____All teachers who are PCSing, resigning or retiring have completed local base clearance procedures. (Turn in ID Card, Ration Card, Government Travel Card, Driver's License, Gas Card, etc. as applicable.)

2. _____All RPAs for educators placed on duty during the summer recess, late release or early return have been completed and timekeeper has the actual dates of work for each employee.

3. _____Proposed extra-duty assignments (EDC) for SY 2012/2013 are posted two weeks prior to the end of school year 2011 - 2012.

4. _____Joint CSC Transition Meeting between schools held and Special Education files transferred to reviewing school.

5. _____CSC end of year paperwork with necessary attachments provided to SPED coordinator.

6. _____Facilities Work Orders were submitted to Tony Vinson by 3 June 2012.

7. _____A complete maintenance inspection of school equipment and furniture was conducted.

8. _____Musical instruments needing repair were sent to the Mainz-Kastel musical instrument repair facility (send complete copies of all documentation to the Isles District Assistant Superintendent).

9. _____All high-risk pilferable supplies and equipment (i.e. CPUs, especially Notebooks/Laptops, cell phones, PDAs, cameras, etc.) are properly secured in areas with locks and keys. NOTE: If you question whether or not it should be locked up, lock it up.

10. _____A plan for the reception of new personnel is on file at the school and sponsors are assigned for all personnel. Send a copy to **Peter Grenier by June 15, 2012.**

11. _____ Submit an updated electronic copy of Parent/Student Handbook and Faculty Handbook for SY 2012 – 2013 **to DSO, Peter Grenier by August 19, 2012.**

High Schools:

_____ Scholarship information extracted and reported.
_____ Secondary Transcripts completed.
_____ Transcripts of graduating seniors given to students.

SY 12-13

SUMMER ITINERARY FOR SCHOOL ADMINISTRATORS

(One sheet for each administrator)

Name: _____ **Principal**

School: _____ **Assistant Principal**

Dates	**Destination (include address)**	**Phone**	**Emergency Contact Name**	**Emergency Contact Phone #**

Return Date: _____

Email Address:

School Contact:

- Name: _____
- Phone: _____

STUDENT RETENTION LIST

SCHOOL YEAR 2011-2012

School: _____

Retained Students (K-8)

Name	Grade	Individual Responsible for Monitoring	IEP?

Non-Graduating Seniors

Name	Grade	Individual Responsible for Monitoring

_____ _____

Principal's Signature **Date**

Attachment 4

Other User Factor Record					SY 11-12
SCHOOL NAME:				No. hours req per day	No. days per SY
Other Users Name	Room Name / Number	Date:	Total SQ FT Rooms Used	Hours	Days
Chapel	*MPR 101*	*25 Nov 05*	*3,350*	*8*	*1*
Girl Scouts	*Classrooms 12, 13, 14 & 25*	*Jan - May 06*	*3,525*	*3*	*22*
**********	**********	*******	********	*******	******

NOTE: Prior submission for approval through the School Liaison Office (SLO) is required for any Other Use Factor activity. Instructions for completing this report are contained in SOP #07-001 (available on the district website).

GS Employee Summer Calendar, 18 June – 15 August 2012

School Name:

Job Title	Employee Name	18-22 June 2012				
		18	19	20	21	22
Secretary						
Registrar						
Supply Clerk						
SAO						
Seasonal Clerk						
Resource Manager						

Job Title	Employee Name	25-29 June 2012				
		25	26	27	28	29
Secretary						
Registrar						
Supply Clerk						
SAO						
Seasonal Clerk						
Resource Manager						

Job Title	Employee Name	2 - 6 July 2012				
		2	3	4	5	6
Secretary						
Registrar						
Supply Clerk						
SAO						
Seasonal Clerk						
Resource Manager						

Job Title	Employee Name	9-13 July 2012				
		9	10	11	12	13
Secretary						
Registrar						
Supply Clerk						
SAO						
Seasonal Clerk						
Resource Manager						

Job Title	Employee Name	16-20 July 2012				
		16	17	18	19	20
Secretary						
Registrar						
Supply Clerk						
SAO						
Seasonal Clerk						
Resource Manager						

Job Title	Employee Name	23-27 July 2012				
		23	24	25	26	27
Secretary						
Registrar						
Supply Clerk						
SAO						
Seasonal Clerk						
Resource Manager						

Job Title	Employee Name	30 July -3 August 2012				
		30	31	1	2	3
Secretary						
Registrar						
Supply Clerk						
SAO						
Seasonal Clerk						
Resource Manager						

Job Title	Employee Name	6-10 August 2012				
		6	7	8	9	10
Secretary						
Registrar						
Supply Clerk						
SAO						
Seasonal Clerk						
Resource Manager						

W = Working

AL = Annual Leave

ISLES DISTRICT SCHOOLS
SAFETY AND SECURITY REMINDERS
School Opening and School Closing

ITEM	TASK/ACTION	SCHEDULED	COMPLETED
1.	AT/All Hazard plan reviewed and signed		
2.	Base Ground Safety & Security Inspection Reports. Any Remaining Security/Emergency Exercise Reports		
3.	Annual District Safety/Security Assist Visit Report closed out		
4.	Annual Key Inventory Completed		
5.	All SIR/AIR reports completed and closed out		
6.	Semi Annual School Antiterrorism Working Group (Can be combined with a DSSO visit to your school or a Crisis Team Meeting)		
7.	First semiannual school inspection by base offices: (usually takes place in August) • Physical Security • Safety • Fire Dept • Bio-environmental		
8.	Staff training: AT Level I, Security Awareness, Blood Borne Pathogens (BBP), Safety, etc.		
9.	Appointment Letters for: (send copies to DSSO) • Key Custodian • Chemical Hygiene Officer (High Schools) • Blood Borne Pathogens Exposure Control Advisor		
10.	Completed annual Chemical Hygiene Officer (CHO) inventory		
11.	Crisis Team Meeting (September – First quarterly meeting)		
12.	Crisis Team Meeting (November – Second quarterly meeting)		
13.	Second semiannual school inspection by base offices: (usually takes place in January) • Safety • Fire Dept • Bio-environmental		
14.	Crisis Team Meeting (February – Third quarterly meeting)		
15.	Crisis Team Meeting (April – Fourth quarterly meeting)		
16.	Close out the school year – send any remaining documents to the Isles District Safety and Security Office		

Send copies of all documentation to the Isles District Safety and Security Officer at: Isles-SafetyandSecurity@eu.dodea.edu.

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School: _____ Principal's Signature: _____
Date: _____