



Archdiocese of Seattle
Catholic Schools

OCS Program 80 Protocol

Office for Catholic Schools Protocol and Timeline for Level I Elementary Schools:

- ☐ End of June - early July: Principal closes school budget as the fiscal year ends.
Principal aligns the school cost centers to the Program 80 School Roll-up report.
- ☐ By August 1: The School Commission or School budget team vets the Program 80 School Roll-Up report.
- ☐ August 1: Program 80 School Rollup Report is submitted to the PAA/Pastor.
Principal Signature: _____ Date: _____
- ☐ By August 15: Parish report is completed and the Principal receives an electronic copy to verify that the Program 80 School Rollup Report of the Annual Parish Report is accurately portrayed.
- ☐ The Pastor/PAA and Principal will sign off on the Parish Annual Report showing consensus of accuracy before submitting the document to Parish Financial Services, Archdiocese of Seattle.

Principal Signature: _____ Date: _____

Pastor Signature: _____ Date: _____

PAA Signature: _____ Date: _____