



Transition Agenda

Please use this check list as you complete your year and prepare for a new principal at your school

ITEM	WHERE LOCATED	UP TO DATE
STUDENTS		
1. Class List		
2. Parent List		
3. Uniform Policy		
4. Admissions Policy		
5. Tuition Rates		
6. Financial Assistance Form		
7. Parent Agreement Form		
8. Permanent Records		
9. Emergency Information		
10. Student Insurance		
11. Graduation Policies & Procedures		
ACCREDITATION		
1. Most recent Self-Study		
2. Plan for Improvement		
3. Annual Reports		

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ITEM	WHERE LOCATED	UP TO DATE
FACULTY		
1. Employment Agreements		
2. Personnel Files		
3. Pay Scale		
4. Benefits		
5. Job Descriptions		
6. Faculty Directory		
7. How to access email		
8. How to access voicemail		
HANDBOOKS		
1. Faculty		
2. Student-Parent		
3. Archdiocesan Employee Handbook		
4. Risk Management Handbook		
CURRICULUM		
1. Guide Books		
2. In-Depth Studies		
3. Textbook Review Schedule		
4. Current Textbook Inventory		
STANDARDIZED TESTING		
1. Student & Class Reports		
CATHOLIC SCHOOLS DEPARTMENT		
2. Policies & Procedures Binder		
3. Resource Notebook		
4. Calendar Guidelines		
5. Principal's Meetings		

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ITEM	WHERE LOCATED	UP TO DATE
GOVERNMENT PROGRAMS		
Title Programs		
Local Public School Contacts		
1.		
2.		
AFTER SCHOOL ACTIVITIES		
Sports		
CYO		
1. Extended Care		
2.		
3.		

SCHOOL SUPPORT STAFF		
Office, Custodial, Extended Care, Etc.		
1. Job Descriptions		
2. Personnel Action Forms		
3. Benefits		
CALENDAR ITEMS		
1. Individual School Calendar		
2. List of Archdiocesan In-Service Days		
3. Principals' Palisades Meeting Dates		
4. New Principal Meetings		
5. Activities Scheduled Calendar		
HEALTH		
1. Student Health Folders		
2. Emergency Information		
3. Immunization Policy		
4. Safe Environment Information		

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ITEM	WHERE LOCATED	UP TO DATE
PARISH/SCHOOL		
1. Schedule for staff meetings		
2. Schedule for principal/pastor meetings		
3. Sacramental Programs		
4. Student Mass/Prayer Services		
MEDIA MATERIALS / COMPUTER		
1. Location		
2. Who Supervises		
3. Technology Curriculum		
4. Archdiocesan Guidelines/Website & Email (Acceptable Use Policy)		

FIELD TRIPS		
1. Schedule: Trip Descriptions per grade		
2. Permission Slip Forms		
3. Travel Review Forms/Travel Policy		
BUDGET / FINANCES		
1. Previous Year's Budget		
2. Current Year's Budget		
3. Procedure/Process for Bills & Banking		
SCHOOL ADVISORY COUNCIL		
1. Constitution & By-Laws		
2. Chair & Member List		
3. Process for selection of members		

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[illegible]