

**END OF YEAR ELEMENTARY SCHOOL PRINCIPAL'S CHECKLIST**

2024-2025

Richmond County School System

Augusta, GA

ON FILE IN SCHOOL	DATE SENT TO CENTRAL OFFICE		DUE DATE
<b>BUDGET AND FINANCE</b>			
		Payroll for ELEMENTARY SCHOOLS, HIGH SCHOOLS & 12 MONTH DEPARTMENTS. (ELEMENTARY SCHOOLS SHOULD NOT SUBMIT THEIR PAYROLL PRIOR TO THE LAST DAY FOR PRINCIPAL & SECRETARY.) (Suzanne Lentz)	June 2, 2025
		Annual Financial Report with date range of 7/1/24 thru 6/30/25: Print trial balance (report #9), Range of Date Transactions Detailed Summary (transaction Report #11B), Customized Transaction Report (report 11), Transaction Report Detailed by Transaction (Report 11A), Transaction Report Detailed by Transaction select check-sorting by transaction number (Report 11A), Detailed Category Summary (Report 2) and Reconciled Bank statement up to June 30, 2025 or the last day of post planning. Review trial balance to ascertain accounts 13 and 5000 are zeroed out. School checks, older than 3 months should be stale dated. Fill out travel spreadsheet. <b>For non-Truist account holders, we need bank statements for May and June by July 3rd.*** Make sure all issued checks AND deposits are posted in KEV before leaving for the summer. ***</b>	Deadlines for the various reports will be emailed to the bookkeeper & principal.
		Lost and Damaged Textbook Check	June 6, 2025
		Lost and Damaged Virtual Equipment	June 6, 2025
		Submit New Fiscal Year School Allocation Budget to Budget and Finance to ensure funds are available for next school year; provide allocation amounts as appropriate to bookkeeper, media specialist, ROTC, CTAE, SPED, lead or department heads. (Suzanne Lentz)	June 27, 2025
<b>AUDITING</b>			
		General Fund accounting records for audit (Linda LaMarr) (Called for when needed, you will be notified) Please ensure that all advance checks have been properly accounted for at your school and Fundraising Financial Reports have been accurately completed for all fundraisers held. Please share with your bookkeeper.	
		All monthly payrolls should include the Batch Reports, Frontline Reports, Corrected Payroll Reports with Certificates of Absence attached when necessary.	
<b>TEACHING AND LEARNING</b>			
		Media Specialist print and distribute Destiny Checkouts/Fines Report (Velveeta Tanksley)	May 23, 2025
		State Library Inventory Report (Velveeta Tanksley)	May 16, 2025
		Completed pre- and post-assessment data entry for all 36.0 PE courses in the FitGeorgia portal. Verified and approved by the FitGeorgia Administrator (Stephanie Ross)	May 28, 2025
		Completed Spring EOY Physical Education Equipment Inventory and submitted by May deadline; uploaded copy of PE equipment inventory to district's shared drive folder – Verified and approved by Administrator (Stephanie Ross)	May 28, 2025
		ESOL Records Sign off (Jessica Castro) <a href="#">Administration Record Sign Off</a>	May 26, 2025
		Submit names for the selected Teacher In Residence (TIR) for each content area. <a href="#">Teacher In Residence</a>	June 9, 2025
<b>TEACHER DEVELOPMENT</b>			
		Lead Mentor (Lezetta Saunders) <a href="#">2024-2025 Lead Mentor Survey</a>	May 9, 2025
<b>HUMAN RESOURCES</b>			

	Personnel Evaluations Classified (Sierrah Collins)	May 9, 2025
	Personnel Action Forms (PAC) forms for all employees resigning/retiring (School/Department Coordinator)	May 30, 2025
	Roster Verification for FY'26 (Shannon Cason)	June 9, 2025
	<b>INFORMATION TECHNOLOGY</b>	
	Laptops returned to classroom carts for all Elementary School Students	May 16, 2025
	All Student Record Errors (in GaDOE Portal) must be cleared by Noon on or before	May 30, 2025
	All Student Class Errors (in GaDOE Portal) must be cleared by Noon on or before	May 30, 2025
	All discipline must be entered	May 30, 2025
	All promoted and retained students must be entered	May 30, 2025
	Registrar checkout with (IT/SIS Coach)	May 30, 2025
	All Grades must be pushed to transcript	May 30, 2025
	All PK Lottery Students need to be enrolled and scheduled by Noon on or before	May 30, 2025
	Laptops turned in for teachers and staff not returning for the 2024-2025 school year	May 30, 2025
	RCSS Cell Phones turned in for teachers and staff not returning for the 2024-2025 school year; Service will be deactivated at the end of the school year	May 30, 2025
	Mifi Devices turned in for <b>All teachers and staff; Service will be deactivated on all Mifi Devices</b>	May 30, 2025
	Mifi Devices turned in for <b>All Students; Service will be deactivated on all Mifi Devices</b> and reissue at the beginning of the new school year	May 16, 2025
	<b>Laptop Bags:</b> Schools should store laptop bags if there is storage space available and be prepared to reissue the bag at the beginning of the new school year. Before Storing, encourage students to put their names on the bag and remove food of any kind to prevent ants. If storage space is not an option, students are encouraged to take the laptop bag home, machine wash and dry the bag, and return with it the bag at the beginning of the new school year .	May 16, 2025
	<b>INSTRUCTIONAL RESOURCES &amp; TEXTBOOK INVENTORY</b>	
	All Resources and Textbooks Inventories (Laura West)	May 30, 2025
	All Textbook Fill In Orders must be entered in Destiny (Laura West)	May 23, 2025
	<a href="#">RCSS Principal's Textbook Acknowledgement Spring 2025</a>	May 30, 2025
	<b>MAINTENANCE AND FACILITIES</b>	
	Building Emergency Contact Information (Jean Lambert, lambewa@boe.richmond.k12.ga.us)	May 30, 2025
	<b>PURCHASING</b>	
	Property Inventory Report Due (Lisa Ramsey)	May 23, 2025
	Capital Assets Quarterly Verifications for Media Specialists Due (Lisa Ramsey)	May 23, 2025
	<b>SPECIAL EDUCATION</b>	
	Ensure Master Schedule and individual schedules for all enrolled students are complete and accurate.	May 12, 2025
	Special Education Teachers leaving the RCSS system or transferring within the school system must contact Special Education Program Specialist regarding classroom materials inventory.	May 23, 2025
	Complete all annual reviews and eligibility redetermination meetings through <b>9/30/2025</b> and have Program Specialist verify that your GoIEP dashboard is green	May 23, 2025
	All SPED Progress reports have been completed and updated and have Program Specialist verify that your GoIEP dashboard is green.	May 23, 2025

	All SWD suspended 10 or more days had MDR meetings and received services as required.	May 23, 2025
	Teacher's End of Year checkout completed and signed by Special Education Program Specialist. All special education teachers are expected to check out.	May 23, 2025
	Special Education verification sheet emailed to your school's Program Specialist Special Education Verification Sheet HS	May 26, 2025
	<b>STUDENT SERVICES</b>	
	The Master Schedule and all individual student schedules must be complete and accurate.	May 12, 2025
	Ensure a complete and up-to-date permanent record card exists for every student enrolled this school year.	May 30, 2025
	Compliance requires that a record be maintained for each enrolled student. District and out-of-county record requests and transfers must be processed via ScribTransfer. It is mandatory that all ScribOrders and ScribTransfers are completed and closed by all schools.	May 12, 2025
	Finalize all end-of-year information for currently enrolled students' records and securely store them in the vault. Separately store the records for rising 6th graders, which will be delivered to middle schools by the second week of the next school year.	June 2, 2025
	Process and finalize all student withdrawals through the withdrawal process tab.	May 30, 2025
	Principals will ensure that their school testing coordinator has submitted all necessary documentation to the System Testing Coordinator, for all applicable state assessments (GMAS, GAA, WIDA, and GKids).	May 30, 2025
	Principals will ensure that Georgia Milestones ISRs are printed and included with final report cards mailed home to students.	May 28, 2025
	Complete entry of Career Awareness Lessons and Portfolio information into the Counselor Companion in SLDS Maintain a file of documentation showing of completion of Career Awareness lessons (rosters, lessons, etc.)	June 2, 2025
	Ensure that all verification documentation for completion of sex abuse awareness & prevention lessons (Monique Burr Foundation Curriculum) for grades k – 9 is submitted to Coordinator of Health Services (Ms. Ame Holmes)	June 2, 2025
	Complete K-8 Retention Placement Process for grades K, 1, 2, 4, 6, & 7 to include documentation and coding in Infinite Campus	May 29, 2025
	Complete K-8 Retention Placement Process for grades 3, 5, & 8 (appeals) to include documentation and coding in Infinite Campus	June 20, 2025
	Complete Tiered Intervention Monitoring Process and submit Tiered Intervention Monitoring Tracker (TIMT) to Cluster Level MTSS Program Specialist	May 29, 2025
	Ensure all Mental Health Team meeting documents are uploaded in the assigned Student Services folder in One Drive.	May 12, 2025
	Make sure that ALL Section 504 Plans are uploaded into the 504 Module and are marked in Program Participation. (Gina Hudson)	May 16, 2025
	<b>FEDERAL PROGRAMS</b>	
	Completed Effectiveness Measure Form	May 30, 2025
	Building Staff Capacity Documentation (all documentation per checklist)	April 30, 2025
	Preliminary FY'26 Consolidated Budget	June 20, 2025
	FY'26 Parent-Student Compact with supporting documents (in Word format)	May 1, 2025
	FY'26 Parent and Family School Policy with supporting documents	May 1, 2025
	EOY Parent survey summarization	May 1, 2025
	Parent and Family Interaction Report	May 15, 2025
	2nd Semester Artifacts and Evidence Documentation (Intent and Purpose)	May 30, 2025

**(Return this completed form to your Area Superintendent's Office, June 11, 2025)**

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*Principal Signature*

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*Date*