

# Principal's/New Admin CHECKLIST

## Documents

- Copies of financial reports.
- School Board Minutes.
- Contracts and job descriptions for local hires and clients.
- Registration Packet (same packet parents receive)
- A copy of school documents (accident, incident, suspension, comm service, etc.).
- A copy of the school's handbook.
- A list of codes for alarms and other important codes.
- A copy of all State Scholarship Documents (does not have include student's names)
- A list of all school board members, pastors, and their phone numbers.
- An inventory list of items including desks, chairs, and devices (per classroom).
- List of passwords and usernames such as the IP Addresses for internet equipment.
- All safety documents, including fire, tornado, earthquake, and active shooter.
- A copy of all accreditation site visit documents.

## Important Reminders

- Inform all utility companies to remove your name from accounts you are on (internet, phone, security, etc).
- Inform all tutoring and scholarship programs/companies of your departure date.

**\* The principal's checklist binder should be complete before the outgoing principal leaves (or before the last check is received).**