

END OF YEAR HIGH SCHOOL PRINCIPAL'S CHECKLIST**2024-2025**

Richmond County School System

Augusta, GA

ON FILE IN SCHOOL	DATE SENT TO CENTRAL OFFICE		DUE DATE
		BUDGET AND FINANCE	
		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. 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. ***	Deadlines for the various reports will be emailed to the bookkeeper & principal.
		Athletic Reimbursement accounts (55R in KEV) must be cleared to \$0.00 at 6/29. This means schools should have received reimbursement via submission of ESM transaction; otherwise, the sport/club account will be responsible for the payment of the balance.	June 13, 2025
		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
		AUDITING	

		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. Form Attached. Please share with your bookkeeper.	
		All monthly payrolls should include the Batch Reports, Frontline Reports, and Corrected Payroll Reports with Certificates of Absence attached when necessary.	
		TEACHING AND LEARNING	
		Chorus/Band Inventories Checked and Signed by Principal and Lynwood Holmes. (Uniforms and Band Instruments) (Lynwood Holmes) *All Forms should be sent to the Fine Arts Department by deadline date.	May 19, 2025
		Summer Band Camp Schedule (dates, times, and locations) (Lynwood Holmes)	June 2, 2025
		<p>Alcohol and Drug Awareness Program (Responsibilities for ADAP Instructors) Adhered to Rule 375-5-4-.04 General Regulations for course rules and regulations.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensured students attended all sessions. <input type="checkbox"/> Ensured that student rosters were created online in the ADAP site using the correct information for each student in attendance. <input type="checkbox"/> Ensured that only students who scored a minimum of 70 or above were allowed to successfully pass the ADAP course and received a Certificate of Completion. <input type="checkbox"/> Ensured that student's name on the Certificate appears as it is on their birth certificate (Legal Name). <p>Submit a copy of Certificate of Completions to school administrator to be placed in students' permanent record. - Verified and sign-off by Administrator (Stephanie Ross)</p>	May 22, 2025
		Completed EOY inventory and return of all health textbooks, teacher editions, and First Aid/CPR in Schools kits to the Media Center - Verified by the Media Specialist and administration. All spreadsheets and CPR participant forms submitted to the Health/PE Department by the deadline. (Stephanie Ross)	May 22, 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
		Final Checklist for Media Specialist who are transferring within the system or leaving the county. (Velveeta Tanksley)	May 5, 2025
		Library Inventory Report (Velveeta Tanksley)	May 16, 2025

		School Librarians print and distribute Destiny Checkouts/Fines Report (Velveeta Tanksley)	May 23, 2025
		ESOL Records Sign off (Jessica Castro) Administration Record Sign Off	May 26, 2025
		Submit names for the selected Teacher In Residence (TIR) for each content area. Teacher In Residence	June 9, 2025
		TEACHER DEVELOPMENT	
		Lead Mentor (Lezettra Saunders) 2025-2026 Lead Mentor Survey	May 9, 2025
		CTAE	
		CTAE inventory ALL equipment (on CTAE state inventory form) (Nate Benedict)	May 26, 2025
		Agriculture teachers summer schedule (for extended year) (Nate Benedict)	May 26, 2025
		JROTC End of Year Report (Nate Benedict)	May 23, 2025
		CTAE vacancies	May 30, 2025
		CTAE course offerings for 2025/2026	May 30, 2025
		EOPA Data report	May 19, 2025
		JROTC Summer Schedule for Instructors (Nate Benedict)	May 2, 2025
		HUMAN RESOURCES	
		Personnel Evaluations Classified (Sierriah 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
		INFORMATION TECHNOLOGY	
		All Student Record 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 Student Class Errors (in GaDOE Portal) must be cleared by Noon on or before	May 30, 2025
		Work with the School Counselor to complete GA Futures Tasks <ul style="list-style-type: none"> • All errors should be cleared • NO student should have a calculation of 0.00 	May 30, 2025
		All Grades must be pushed to transcript	May 30, 2025
		Laptops turned in for teachers and staff not returning for the 2025-2026 school year	May 30, 2025
		RCSS Cell Phones turned in for teachers and staff not returning for the 2025-2026 school year; Service will be deactivated at the end of the school year	May 30, 2025
		Mifi Devices turned in for All teachers and staff; Service will be deactivated on all Mifi Devices	May 30, 2025
		Mifi Devices turned in for All Students (High School and E-School); Service will be deactivated on all Mifi Devices and reissued at the beginning of the new school year	May 22, 2025
		Laptops turned in for graduating Students (High School and E-School) for the 2024-2025 school year	May 22, 2025
		Laptops turned in for Students (High School and E-School) not returning to RCSS in the 2025-2026 school year	May 22, 2025
		Communicate to Students (High School and E-School) that are not graduating and who are returning to RCSS in the 2025-2026 school year to keep their laptops over the summer break and to practice good digital citizenship, and note that as their devices will remain active, they will receive remote security updates and/or a device refresh during the break to ensure a smooth transition into the new school year.	May 16, 2025
		INSTRUCTIONAL RESOURCES & TEXTBOOK INVENTORY	
		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
		RCSS Principals' Textbook Acknowledgement Spring 2025	May 30, 2025
		MAINTENANCE	

		Building Emergency Contact Information (Jean Lambert, lambewa@boe.richmond.k12.ga.us)	May 30, 2025
		PURCHASING	
		Property Inventory Report (Lisa Ramsey)	May 23, 2025
		Capital Assets Quarterly Verifications for Media Specialists (Lisa Ramsey)	May 23, 2025
		SCHOOL SAFETY	
		Send one copy of school yearbook or student photo disk to (Chief Mantrell Wilson)	June 2, 2025
		Make sure all Fire Drills have been entered into Navigate for the school year.	May 23, 2025
		SPECIAL EDUCATION	
		Ensure Master Schedule and individual schedules for all enrolled students are complete and accurate.	May 12, 2025
		All SPED graduates have been verified and coded correctly; especially students with significant cognitive disabilities (MOID SID/PID) (Program Specialist)	May 23, 2025
		Department of Special Education Graduation Roster (Dr. Larina Thomas)	May 23, 2025
		Special Education Summary of Performance must be completed for all Graduation/Exiting Seniors.	May 23, 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 9/30/2025 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
		STUDENT SERVICES	
		The Master Schedule and all individual student schedules must be complete and accurate.	May 12, 2025

		<p>Submit the records for the graduating class of 2024 and the permanent records of all students who withdrew during 2024. Include an alphabetized list of both groups. Ensure the enrollment dates are recorded on the back of each permanent record card.</p> <p>Schedule a mandatory appointment with Student Records (Ms. Alice Ford) between May 1st and May 16th, 2025, to turn in these records. Records POC will receive an email to sign up for a date and time.</p> <p>Refer to the Student Records Manual for detailed instructions on how to prepare these records for submission. For questions, reach out to Alice Ford at 5492 or fordal@boe.richmond.k12.ga.us</p>	June 2, 2025
		<p>Verify HOPE GPA Calculations in STARS for Seniors.</p> <ul style="list-style-type: none"> • Ensure student transcripts are correct, uploaded and processed. • NO student should have a calculation of 0.00. 	June 2, 2025
		Ensure Val and Sal are entered into STARS (found in “Update Student Information” in STARS)	June 2, 2025
		Ensure all seniors complete the Senior Exit Survey	May 30, 2025
		<p>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.</p> <p>The Counseling Office Secretary/Registrar must complete all permanent records.</p> <p>Finalize all end-of-year information for currently enrolled students' records and securely store them in the vault.</p>	June 2, 2025
		Ensure a complete and up-to-date permanent record card exists for every student enrolled this school year.	June 2, 2025
		Ensure all currently enrolled students have their transcripts fully entered into Infinite Campus as part of their complete record.	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, as required, 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

		Advise students and their parents requiring Summer School. Review registrations.	May 26, 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
		Send home YouScience reports/letters in the report cards of students in grades 6 - 12	May 30, 2025
		Complete K-8 Retention Placement Process for grades 6, & 7 to include documentation and coding in Infinite Campus (Only for schools with grade configurations that include 6th- 8th)	May 29, 2025
		Complete K-8 Retention Placement Process for grade 8 (appeals) to include documentation and coding in Infinite Campus (Only for schools with grade configurations that include 6th- 8th)	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. (Dr. Gina Hudson)	May 12, 2025
		Make sure that ALL Section 504 Plans are uploaded into the 504 Module and all students are coded in Program Participation. (Dr. Gina Hudson)	May 16, 2025
		Upload/update list of retained students in One Drive Folder. Ensure relevant documentation is uploaded into IC and students are coded correctly.	June 16, 2025
		FEDERAL PROGRAMS	
		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

(Return this completed form to Area Superintendent, June 11, 2025)

Principal Signature

Date