



NUC
ADVENTIST
EDUCATION

Nevada-Utah Conference Office of Education Administrative Report #4

Administrative Report #4 is due on the second Friday of December

REQUIRED DOCUMENTATION:

- School Board Minutes (please attach)
- Finance Reports (please attach)

REMINDERS:

- Keep records of fire and earthquake drills current per Ed Code A27-108.
- Copy and distribute Confidential Employment Intent forms. Forms are due to the Office of Education with next month's Administrator Report.
- Plan for February pre-registration.
- Review faculty professional development progress.
- Acceleration and Retention requests (grades K-8) for the next school year must be submitted to the Office of Education by February 28. Check the Ed Code for requirements.
- Notify the Office of Education of any major calendar changes.



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NEVADA-UTAH CONFERENCE
Office of Education

Employment Letter of Intent due with Administrative Report #5 on second Friday of January

Date Returned _____

Teacher's Name _____

Address _____

Name of School _____

Please check your choice for school year.

- () 1. I desire to continue on the teaching staff where I am Presently Teaching.
- () 2. I request to be transferred, if possible, to another school with in the Conference's school system.
School transferred to _____
- () 3. I desire to seek employment elsewhere within the SDA school system and.
 - () Would like to have assistance in seeking placement.
 - () Would not like assistance in placement.
- () 4. I desire to seek employment else where outside of SDA School System.

Teacher's Signature _____ Date _____



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Nevada-Utah Conference
Department of Education
Application for Retention

Name of student _____ School _____
Date _____ Grade now _____ Recommended _____
Justification for Recommendation (Cryptic Remarks)
Chronological age _____
Academic Achievement _____
Spiritual Experience _____
External Examination (s) Test _____ score _____
Emotional Stability _____
Physical Constitution _____
Social Adjustment _____

APPROVAL

Teacher, Parents Confer/Approve
Teacher, Parents, Principal Confer/Approve
Teacher, Parents, Child Confer/Approve
Signatures of Approval:

Teacher _____ Date _____
Parent _____ Date _____
Principal _____ Date _____

NO APPROVAL

Teacher, Parents Confer/ No Approval
Signatures of No Approval:

Parent _____ Date _____
Parent _____ Date _____

End/ File Report



Principal forwards recommendation to Conference Department of Education on
Date _____

Action of Conference Department of Education:

Conference Superintendent of Education _____ Date _____
Principal Notified of Action on _____ (Date)



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**Nevada-Utah Conference
Department of Education**

Application for Acceleration

Name of Student _____ **School** _____ **Date** _____
Current Grade _____ **Recommended Grade** _____

Justification for Recommendation (Cryptic Remarks)

Chronological Age _____

Spiritual Experience _____

Academic Achievement _____

Classroom Performance _____

External Examinations : Test _____ **Score/Rank** _____

Test _____ **Score/Rank** _____

Emotional Stability _____

Physical Constitution _____

Social Adjustment _____

Procedure:

1. Teacher, Parents Confer/Approve
2. Teacher, Parents, Principal Confer/Approve
3. Teacher, Parents, Child Confer/Approve

Signatures of Approval

Teacher _____ **Date** _____

Parents _____ **Date** _____

Parents _____ **Date** _____

Principal _____ **Date** _____

4. Principal forwards recommendation and plan of mastery of material to the conference Department of Education on (Date) _____

Action of Conference Department of Education:

Conference Superintendent of Education _____ **Date** _____

Principal Notified of action on (Date) _____