



Nevada-Utah Conference Office of Education Administrative Report #9

This Administrative Report #9 is due on the second Friday of May.

REQUIRED DOCUMENTATION:

- School Board Minutes (please attach)
- Finance Reports (please attach)
- Copy of next year's school board approved student handbook
- Copy of next year's school board approved calendar

ADDITIONAL DOCUMENTATION:

Spring Week of Prayer was conducted by:

Graduation is scheduled for (date/time):

REMINDERS:

- Continue to involve students in Christian outreach programs.
- Make plans for close of school activities.
- Update school inventory of supplies, textbooks and equipment.
- Review school board representation and contact Pastors for expiring terms.
- Notify the Office of Education of any major calendar changes.