



Nevada-Utah Conference Office of Education Administrative Report #2

Administrative Report #2 is Due on the Second Friday of October

REQUIRED DOCUMENTATION:

School board minutes (please attach)

Finance reports (please attach)

REMINDERS:

- Schedule and record safety drills in accordance with Education Code A27-108. Copy of annual safety drills will be due to the Office of Education with Administrative Report #10.
- Keep entries in Jupiter current, such as grades, calendar of events, attendance, etc. Remind teachers that student attendance should be recorded daily and recorded accurately.
- Plan for a fall Week of Prayer.
- Review classroom schedules. Schedules should be posted in the classroom and be on file in the school office.
- Verify that student immunization and medical records meet State of Nevada, Utah, and California Department of Health requirements.
- Notify the Office of Education of any major calendar changes.