



**NUC**  
ADVENTIST  
EDUCATION

# Nevada-Utah Conference Office of Education Administrative Report #5

Administrative Report #5 is Due on the Second Friday of January

## **REQUIRED DOCUMENTATION:**

School Board Minutes (please attach)

Finance Reports (please attach)

Teachers' Letter of Intent (please attach)

## **REMINDERS:**

- Keep records of fire and earthquake drills current per Ed Code A27-108.
- Start working on next year's budget. A tentative board approved budget is due with Administrative Report #6.
- Start planning next year's school calendar. A proposed calendar is due with Administrative Report #6.
- 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 \_\_\_\_\_