



Nevada-Utah Conference Department of Education Administrative Report #6

Administrative Report #6 is Due on the Second Friday of February

REQUIRED DOCUMENTATION:

School board minutes

Finance reports

Eighth Grade Graduate List

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.
- Continue to work on your progress report document (Accreditation process), which is due at the end of the school year with Administrative Report #10.
- Schedule formal teacher evaluations if they haven't been conducted yet. VVAA and Summit Christian Academy principals are responsible for teacher evaluations, and are expected to provide the Office of Education with a copy of each evaluation by the end of the current school year. Teachers' observations and evaluations are required for the Personnel Committee meeting. The Superintendent of Schools is responsible for teacher evaluations at small schools (3 or less teachers).
- Continue to involve students in Christian outreach programs.
- Notify the Office of Education of any major calendar changes.

EIGHTH GRADE GRADUATION LIST

Name of School

Location of Graduation

Date of Graduation

Time of Graduation

List names of eighth grade graduates as they should be printed on diplomas.

Graduate 1

Graduate 2

Graduate 3

Graduate 4

Graduate 5

Graduate 6

Graduate 7

Graduate 8

Graduate 9

Graduate 10

Graduate 11

Graduate 12

Graduate 13

Graduate 14

Graduate 15

Graduate 16

Graduate 17

Graduate 18

Graduate 19

Graduate 20

Graduate 21

Graduate 22

Graduate 23

Graduate 24

Graduate 25

Graduate 26

Graduate 27

Graduate 28

Graduate 29

Graduate 30