



Nevada-Utah Conference Office of Education Administrative Report #6

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

REQUIRED DOCUMENTATION:

School Board Minutes (please attach)

Financial Reports (please attach)

Board Minutes

Minutes of the Board of Education

Board Minutes

Next Year's Substitute List

Projected Enrollment Form

School-Wide Spiritual Development Plan

ADDITIONAL DOCUMENTATION:

Fall Week of Prayer conducted by:

REMINDERS:

- Keep records of fire and earthquake drills current per Ed Code A27-108.
- Remind teachers to review certification status and annual requirements.
- Plan your annual constituency meeting.
- Update inventory and insurance to account for new purchases.
- Notify the Office of Education of any major calendar change



Calendar Deviation Request form

If a need arises where vacation days, within the boundaries, Aug. and June need to be changed, complete this form and return it to the Office of Education with the proper signatures. This request will be presented for consideration to the Nevada-Utah Conference Board of Education.

School: _____

Date: _____

1. List Requested changes: (Include inserted & deleted days)

Added Dates: _____

Deleted Dates: _____

2. Reason for Change:

Principal/Head Teacher Signature

School Board Chairperson Signature

Education Office Approval Date

Superintendent's Signature



NEVADA-UTAH CONFERENCE Projected Enrollment Form

School: _____

Projected Enrollment: _____

Kindergarten: _____

Grade 1 _____

Grade 2 _____

Grade 3 _____

Grade 4 _____

Grade 5 _____

Grade 6 _____

Grade 7 _____

Grade 8 _____

Grade 9 _____

Grade 10 _____

Total Number of Students: _____



School-wide Spiritual Development Plan

Summary

School Year: _____

School: _____

Identification of the school's current spiritual program strengths: _____

Identification of the school's current spiritual program weaknesses/areas where you would like to see growth or change: _____

What are your school's goals for the intentional spiritual development of students next school year?

Briefly, what are your plans on how to accomplish the goals you have set for your school and students? _____

Date discussed and approved by school board? _____