



Nevada-Utah Conference Office of Education

Administrative Report #9

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 (please attach)

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.