



**PLAINFIELD PUBLIC SCHOOLS
2008-2009
TRANSITION CHECKLIST FOR PRINCIPALS**

SCHOOL _____

NOTE _____

STUDENT SERVICES

COMPLIED WITH AREA		ACTIVITY	COMMENTS
YES	NO		
		Status of parent/teacher conference logs	
		All relevant manuals on hand or access to Internet	
		ESE Inclusion Rate	
		School Safety Plan	
		Status of counseling services/partnerships with agencies	
		Student attendance rate and incentive	
		School-wide behavior management program	
		Child Study Team/Student Support Team	
		School safety committee	
		Student Records	
		Transportation services	
		Before/after school care program	

Incoming Principal

Date

Superintendent/Designee

Date

Outgoing Principal

Date