



**PLAINFIELD PUBLIC SCHOOLS
TRANSITION CHECKLIST FOR PRINCIPALS
DATE _____**

SCHOOL _____

NOTE _____

BUSINESS MANAGEMENT

COMPLIED WITH AREA		ACTIVITY	COMMENT
YES	NO		
		All relevant manuals available	
		Sanitation audit	
		Facility cleanliness/maintenance/repair	
		Status of Internal accounts/Audit Exception/Discussion Items	
		Financial Audits	
		Status of property inventory/audit	
		Status of last two property inventory audits	
		Service used for bank deposits (if applicable)	
		Internal controls established for financial management (collections, deposits, disbursements, etc.)	
		Location of current/past records (personnel, payroll, etc.)	
		Status of Grants	

Incoming Principal

Date

Superintendent/Designee

Date

Outgoing Principal

Date



**PLAINFIELD PUBLIC SCHOOLS
2008-2009
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SCHOOL _____

NOTE _____

COMMUNITY RELATIONS

COMPLIED WITH AREA		ACTIVITY	COMMENT
YES	NO		
		Level and status of parental involvement	
		Status of PTA	
		Current home/school communication	
		Status of community business partners	
		School web site	
		Status of volunteer program	

Incoming Principal

Date

Superintendent/Designee

Date

Outgoing Principal

Date