



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

SCHOOL _____

NOTE _____

INSTRUCTIONAL PROGRAM MANAGEMENT

COMPLIED WITH AREA		ACTIVITY	COMMENT
YES	NO		
		Board policies available	
		All instructional program manuals available	
		School Improvement Plan Reviewed (Title I)	
		Status of test prep/remediation strategies	
		Previous analysis of test scores/impact on instruction	
		Status of master schedule	
		Status of Title I program and budget (if applicable)	
		Status of technology program	
		Current textbook status	
		Status of supplies for instructional program	
		Status of ESE program/Open Special referrals	
		Status of bilingual education program	

Incoming Principal

Date

Superintendent/Designee

Date

Outgoing Principal

Date



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INSTRUCTIONAL PROGRAM MANAGEMENT

COMPLIED WITH AREA		ACTIVITY	COMMENT
YES	NO		
		Overview of instructional program(s)	
		Status of advanced academics/Honors	
		Monitoring system of student progress	
		Grants Information	
		School initiatives/projects	
		Extra-curricular programs	
		School-initiated student incentive programs	
		School/Student recognition	

Incoming Principal

Date

Superintendent/Designee

Date

Outgoing Principal

Date