



**Southwest Region Conference of Seventh-day Adventists
Department of Education**

Document Submissions Dates for 2015 – 2016 Academic Year

Please note that these items are to be submitted by the principal regardless of the individual (s) that prepares them

DOCUMENTS	DUE IN OFFICE	COMMENTS
School Calendar		Completed
Teaching Schedule per Teacher	Aug. 3	
Education Funding Sheet (Tuition & registration per grade)	Aug. 28	
Safety Report	Aug. 28	
Student Insurance Fees	Aug. 28	
School Board Directory	Sep. 4	
School Board Directory	Sep. 4	
Opening Report	Sept. 7	
ITBS Request Form	Sep. 11	
Computer Expense Invoice	Sept. 25	
Library Expense Invoice	Sept. 25	
Bible Bowl Participants	Oct. 30	
Letter of Intent	Jan. 4	
Spelling Bee Participants	Jan. 22	
Facility Insurance (if applicable)	Jan. 22	
Anticipated Needs Form	Feb. 19	
School Budget	Feb. 26	
Outdoor School Fees	Mar. 25	
Request for Diploma	Apr. 18	
Last Day for Students	May 27	
Students' Folders (cum-folders)	May 30	
NAD Data Rollup	May 30	NAD requirement
School Closing Report	Jun. 1	
Inventory of all textbooks	Jun. 1	
Maintenance/Repair list for school board	Jun. 3	
Last Day of School 10 month contract	Jun. 3	
All books Ordered for new School Year	Jun. 3	
Last day of School 12 month contract	Jun. 30	
Monthly Teachers' Subsidy	10 th each month	\$2,800 per teacher
End of Month Teachers/Sign-in Records	30 th each month	
Teacher Absence and Substitute Records	30 th each month	
Monthly Income/Expense Reports/Minutes	30 th each month	NAD requirement