

## FORMS THAT NEED TO BE TURNED IN TO SECC

DUE DATE:	REPORT:	SEND TO:	AVAILABLE ON WEB:
<b>AUGUST 2008</b>			
___5 <sup>th</sup> of the month	Overdue Operating Subsidies Report	Erika Galaviz	x
___August 25	ITBS/ITED Order Form	Stephanie Matye	x
___August 28	Endowment & Baybarz Applications	Erika Galaviz	
___Once per year	Sexual Misconduct Prevention - Staff & Students	Don Dudley	x
___Monthly	Substitute Teacher Time Reports	Erika Galaviz	x
___As needed	Personnel Action Request (PAR) * <i>-New classified employees and substitutes</i>	Rosie Hing	x
<b>SEPTEMBER 2008</b>			
___5 <sup>th</sup> of the month	Overdue Operating Subsidies Report	Erika Galaviz	x
___3 <sup>rd</sup> week of school	School Disaster Planning Report	Anita Bennie	x
___September 15	Opening Report-3 Forms	Rachael Gil	x
___September 18	Low Income Assistance Program	Rachael Gil	x
___Monthly	Substitute Teacher Time Reports	Erika Galaviz	x
___As needed	Trip Approval Request	Assoc. Superintendent	x
<b>OCTOBER 2008</b>			
___5 <sup>th</sup> of the month	Overdue Operating Subsidies Report	Erika Galaviz	x
___October 16	Secondary Credit Review Report	Doug Herrmann	x
___Quarterly	Quarterly Safety Training- <i>Training Roster</i>	Anita Bennie	x
___Quarterly	Quarterly Safety Inspection	Anita Bennie	x
___Quarterly	Playground Safety Checklist	Anita Bennie	x
___Monthly	Substitute Teacher Time Reports	Erika Galaviz	x
<b>NOVEMBER 2008</b>			
___November 3	Out of Division Trips Form	Assoc. Superintendent	x
___November 3	Report from School Safety Committee	Anita Bennie	x
___5 <sup>th</sup> of the month	Overdue Operating Subsidies Report	Erika Galaviz	x
___Monthly	Substitute Teacher Time Reports	Erika Galaviz	x
<b>DECEMBER 2008</b>			
___5 <sup>th</sup> of the month	Overdue Operating Subsidies Report	Erika Galaviz	x
___Monthly	Substitute Teacher Time Reports	Erika Galaviz	x
<b>JANUARY 2009</b>			
___5 <sup>th</sup> of the month	Overdue Operating Subsidies Report	Erika Galaviz	x
___Quarterly	Quarterly Safety Training- <i>Training Roster</i>	Anita Bennie	x
___Quarterly	Quarterly Safety Inspection	Anita Bennie	x
___Quarterly	Playground Safety Checklist	Anita Bennie	x
___January 20	Teacher Information Sheet (Intent Form)	Rachael Gil	x
___Monthly	Substitute Teacher Time Reports	Erika Galaviz	x
<b>FEBRUARY 2009</b>			
___February 5	2008 W-4 Form - student workers SECCpayroll	Rosie Hing	x
___5 <sup>th</sup> of the month	Overdue Operating Subsidies Report	Erika Galaviz	x
___Monthly	Substitute Teacher Time Reports	Erika Galaviz	x

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DUE DATE:	REPORT:	SEND TO:	AVAILABLE ON WEB:
<b>MARCH 2009</b>			
___5 <sup>th</sup> of the month	Overdue Operating Subsidies Report	Erika Galaviz	x
___Quarterly	Quarterly Safety Training- <i>Training Roster</i>	Anita Bennie	x
___Quarterly	Quarterly Safety Inspection	Anita Bennie	x
___Quarterly	Playground Safety Checklist	Anita Bennie	x
___Monthly	Substitute Teacher Time Reports	Erika Galaviz	x
<b>APRIL 2009</b>			
___5 <sup>th</sup> of the month	Overdue Operating Subsidies Report	Erika Galaviz	x
___April 20	8 <sup>th</sup> Grade Diploma List	Rachael Gil	x
___April 20	School Supply Order Form	Rachael Gil	x
___Monthly	Substitute Teacher Time Reports	Erika Galaviz	x
<b>MAY 2009</b>			
___5 <sup>th</sup> of the month	Overdue Operating Subsidies Report	Erika Galaviz	x
___May 7	Application for Retention	Teri Boyatt	x
___As needed	Application for Acceleration K-8	Teri Boyatt	x
___Monthly	Substitute Teacher Time Reports	Erika Galaviz	x
<b>JUNE 2009</b>			
___5 <sup>th</sup> of the month	Overdue Operating Subsidies Report	Erika Galaviz	x
___June 4	School Library & Equipment Form	Doug Herrmann	x
___June 11	Registers (Blue Books)	Rachael Gil	
___June 11	Employee Attendance Records - 10 month	Rachael Gil	x
___June 11	K-12 Closing Report	Rachael Gil	x
___June 11	K-8 Multi-Grade Schools Closing Report	Rachael Gil	x
___June 11	P.A.C. Credit	Beverley Bucknor	x
___June 11	Pacific Union Conference Changes	Rachael Gil	x
___June 11	Record of Emergency Drills	Anita Bennie	x
___June 11	Sexual Misconduct Prevention - Staff & Students	Don Dudley	x
___June 11	Substitute Teacher Time Reports	Erika Galaviz	x
___June 11	What Have You Done To Make Your School Safer?	Anita Bennie	x
___June 30	Bookkeeping Materials to Audit	Auditing Dept.	
___June 30	Jr. Academy Registration/Info Sheet & Grade Report	Rachael Gil	x
___June 30	Information for Church Subsidies	Erika Galaviz	x
___June 30	Personnel Action Request (PAR) - <i>Employees not returning or rehired</i>	Rosie Hing	x
___June 30	Teacher Evaluations (Full-time Principals)	Rachael Gil	x
___June 30	Tuition & Fees	Erika Galaviz	x
<b>JULY 2009</b>			
___5 <sup>th</sup> of the month	Overdue Operating Subsidies Report	Erika Galaviz	x
___July 13	Employee Attendance Records - 12 month	Rachael Gil	x
___July 13	Vacation Carry Over Request	Rachael Gil	x
___July 13	Annual Progress Report for School Evaluation	Doug Herrmann	x