

SCHOOL CLOSURE/PROGRAM DISCONTINUANCE CHECKLIST

Taken from the SDACC Education Code, February 9, 2022

Once the local Operating Board and the Constituency have voted and approved the permanent closure of the school, the local Operating Board will, in the absence of the principal, appoint someone to supervise and document the completion of the following tasks and submit this completed form to the Office of Education. Initial completed items in the left column.

	1	Issue a letter to the parents and guardians of all students indicating where their child's next school can obtain the student's PSR (Form 1704).
	2	Contact the Office of Education and provide them with contact information for all teachers and employees that will be valid after the school's closure.
	3	Complete an inventory of all physical assets of the school and arrange for their permanent storage.
	4	Complete an inventory of all science materials and arrange for the appropriate storage/disposal of all materials that are of a combustible or poisonous nature.
	5	Notify the Risk Management representative at the SDABC of the building's occupancy status.
	6	Contact the Office of Education and arrange for the return of all TRAP resources.
	7	Arrange for the transfer of all PSRs to the Office of Education.
	8	Use the document retention and destruction guidelines to close all administrative files. (Any documents that are NOT required for archival storage AND that contain personal names, addresses, or identifiers such as addresses MUST be destroyed via cross shredding, electronic shredding or secure document handling services.)
	9	Contact the Office of Education Financial Specialist to arrange for the security of liquid assets (Trust Fund) and the storage of the school financial records.
	10	File a copy of the Board and the Constituency minutes that show the approval of a motion to close the school.
NOTES:		

The status of all items in the table have been completed as indicated and are notarized by myself.

Printed Name: _____

Signature of Principal or Board Chair

Dated: _____