



I. Office Responsibilities

- \_\_\_\_\_ Verify dropout or transfer with parent
- \_\_\_\_\_ Collect textbooks
- \_\_\_\_\_ Total any outstanding obligations                      Amount \$ \_\_\_\_\_
- \_\_\_\_\_ Refund fees      Amount \$ \_\_\_\_\_
- \_\_\_\_\_ File grades in student record
- \_\_\_\_\_ Place student information card in dead file
- \_\_\_\_\_ Send student record and check out sheet to Principal
- \_\_\_\_\_ Fill out notice-of-leaving card and forward to child accounting office

II. Principal's Responsibilities

- \_\_\_\_\_ Examine student record file for completeness/accuracy
- \_\_\_\_\_ Make any special notations necessary and place in record
- \_\_\_\_\_ Forward student records to receiving school
- \_\_\_\_\_ Notify \_\_\_\_\_ if special education student
- \_\_\_\_\_ Store copy of records in records file