

ADMINISTRATIVE REPORTS

The Board shall require reports from the Superintendent concerning conditions and needs of the schools.

The Superintendent shall complete and submit all reports required by law and by the State Department of Education.

As the Superintendent deems necessary, reports shall be submitted to the School Board to keep members informed.

Special reports shall be prepared by the Superintendent at the request of a majority of the School Board.

Adopted:	July 1, 1993
Amended:	March 24, 1997; August 23, 2001
Reviewed:	August 28, 2003; March 9, 2006

Legal Ref.:	Code of Virginia, 1950, as amended, Sections. 22.1-68 22.1-70, 22.1-78, 22.1-81
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REPORTS REFERENCED IN SCHOOL BOARD POLICY				
Policy Reference	Report	Provided To	Timeline	
AE	Progress Report Status of Curriculum	School Board	Annually	
BCF	School Health Advisory Committee Report	School Board	Annually	
BCF	Long-Range Planning Committee Report	School Board	Annually	
CL	Administrative Reports	Virginia Department of Education / School Board	As Required	
CLA	Acts of Violence and Substance Abuse	Virginia Department of Education	Annually	
CM	School Division Annual Report	Virginia Department of Education	Annually, on or before September 15	
DB	Superintendent's Proposed Budget	School Board	Annually (January)	
DI	Auditor's Report	School Board	Annually	
DI	Financial Reports	School Board	Quarterly Monthly	
DIA	Per Pupil Costs	Virginia Department of Education	Annually	
EBAB	Hazardous Communications	Provided by Human Resources to all departments that house hazardous materials	Annually, by May 1	
EFE	Food Services Operations	School Board	Periodically	
FB	Capital Improvements	School Board	Annually	
GAD	Salary & Benefits Survey	School Board	Biennially	
IL/IM	Assessment Results	School Board	Annually	
LC	Charter Schools	School Board	Annually	

VIRGINIA DEPARTMENT OF EDUCATION REQUIRED STATE REPORTS	
Crash/Incident Report	Monthly
Annual Plan/Application for Part B and 619 Preschool (IDEA)	Spring
Report of Verification of Free/Reduced Meal Applications	January
Vocational Education Requisition for State Equipment to Include Inventory of Equipment	June
Annual Request for Waivers for Pre-Labor Day Opening	March
School Nutrition Programs Semi-Annual Financial Report for July-December	January
Secondary Enrollment Demographic Form Spring Report (QF.040)	March
March 31 Average Daily Membership (ADM)	April
Certification of Pre-Accreditation Eligibility (Accrediting Standards)	March
Self-Assessments –Special Education and Career and Technical Education	May
Title IV Safe & Drug-Free Schools & Communities Act Progress Report	October
Regional Alternative Education Program Final Report	June
Continuation Application for Regional Alternative Education Programs	June
House Bill 2672- Notification Process Concerning Driver Education Teachers Who Receive Traffic Citations	July
E-Claim Reimbursement Request for School Lunch, School Breakfast, and After School Snacks	Monthly
Ed Tech Grant	September
Application for Federal Funding (CTEMS)	May
Annual Wage & Hour Report	June
Vocational Education Requisition for Federal Perkins Funds	Monthly
Remedial Summer School Enrollment	September

VIRGINIA DEPARTMENT OF EDUCATION REQUIRED STATE REPORTS	
Driver Education Status Questionnaire	June
Annual Report - Programs for the Gifted	July
Required Local Effort - Budgeted	October
School Health Advisory Board Annual Report	July
Authorized Signatures in Lieu of Division Superintendent	July
School Nutrition Programs Annual Financial Report for July - June	July
School Nutrition Programs Annual Agreement	July
School Administration (School ID, Division Superintendent, Designated Contacts and Central Office Staff Updates)	July
Certification of Self Insurance	August
Certification of School Bus Insurance	August
Reimbursement of Tuition for Eligible Handicapped Students Regional Special Education Programs 1 st and 2 nd Semesters	February/ August
Special Education Exit Report	July
Annual School Report and Schedules – Financial Section	September
Superintendent's Annual Report Supplemental Schedule A&B	August
Foster Care Enrollment	October
Private School Participation in Federal Programs	November
Secondary Enrollment Demographics Fall Report (& QF.040)	October
Discipline, Crime and Violence Report	September
Annual Report on Compliance with Standards of Quality	Spring
Special Education Child Count	December
Certifications for Certain State Funds	September

VIRGINIA DEPARTMENT OF EDUCATION REQUIRED STATE REPORTS	
Career and Technical Education Completer Follow-up Survey	May
Secondary Student Enrollment Report (CTERS 2)	June
Career and Technical Education Adult Class Enrollment Report (CTERS 6) for Long Term Classes (QF.039A)	June
Completer Demographics Collection	June
Career and Technical Education Adult Class Enrollment Report (CTERS 6) (QF.039A)	Quarterly
Wellness Related Fitness Report	June
Application for School Program Approval for Driver Education	June
Transfer of Funds	August
Adult Basic Education, English Literacy & Adult Secondary Programs Accountability Report	20 th of each month
Pupil Transportation Report	October
School Nutrition Programs Local Accountability Review for School Lunch and After School Snack	January
GED Testing Center Report	August
Individual Student Alternative Education Plan Report	August
Student Record Data Collection - Spring	April
Student Record Data Collection – Fall	October
Student Record Data Collection – End of Year	September
Migrant Child Count Report	December
Migrant Education Service Provider Report to the Migrant and Seasonal Farmworker Board	January
Reading is Fundamental Program Reports	January

VIRGINIA DEPARTMENT OF EDUCATION REQUIRED STATE REPORTS	
Charter School Evaluation Report	July
Title V Application (consolidated and individual)	July
English Language Proficiency Assessment Results	June
Consolidated State Performance Report	November

STAFF AND ADVISORY COMMITTEE REPORTS TO THE BOARD	APPROXIMATE TIMELINE
Financial Reports	Quarterly
Recruitment, Selection, and Retention Report	November
Special Education Advisory Committee Report and Special Education Plan	April
Progress Report	November
Gifted Advisory Report and Biennial Gifted Plan	July
Opening of School Report – Superintendent’s Business	September/August
School Health Advisory Board Report	November
Technology Report	May
Charter Schools Report	September
School Safety Status Report	October
Class Size Report (Superintendent’s Letter)	September/October
Equity and Diversity Committee Report	June
Discrimination Incident Report (Superintendent’s Letter)	June
Superintendent’s Evaluation	June

Adopted: March 24, 1997

Amended: September, 1997, April 6, 1998, June 8, 1998, June 22, 1998, August 24, 1998, May 11, 1999;
August 23, 2001; August 28, 2003; March 9, 2006