

GENERAL SCHOOL ADMINISTRATION

File: CL-R

ADMINISTRATIVE REPORTS

1. The Superintendent shall complete and/or assign the completion of all reports required by law and/or external agencies.
2. The Superintendent shall collaborate with the School Board to determine the [School Board/Superintendent Priorities](#) and the reports necessary for the documentation of the Priorities.
3. During the meeting(s) where Priorities are established, a calendar of required reports for the Board will be developed.
4. The Board and Superintendent will also decide which reports shall be provided to the Board as written reports and which reports shall be given as presentations.
5. If the Superintendent determines that the calendar of reports must be revised, the Superintendent shall notify the Board of the change and provide an alternate time for the report.

Issued: August 17, 2009

Legal Reference: Code of Virginia, 1950, as amended, sections 22.1-68, 22.1-70, 22.1-78, 22.1-81.