

GENERAL SCHOOL ADMINISTRATION

File: CM-R

SCHOOL DIVISION ANNUAL REPORT

1. The Supervisor of Data Management will be responsible for coordinating the completion of the Annual Report which is required for the Department of Education.
2. Once all information has been requested from divisionwide staff, the Supervisor will complete the report.
3. After the report is completed, the Supervisor will get verification of the data from persons responsible for various sections of the report.
4. Following verification, the Supervisor will submit the report to the Superintendent of Public Instruction at the Department of Education.
5. The submission is required prior to September 15 of each year and is based on data from the school year ending the previous June 30.

Issued: August 17, 2009

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Legal Reference: Code of Virginia, 1950, as amended, section 22.1-81.