

**Policy CO: Administrative Reports**

**Status:** DRAFT

**Original Adopted Date:** 01/06/1986 | **Last Revised Date:** 06/15/2020 | **Last Reviewed Date:** 06/15/2020

**Administrative Reports**

It shall be the power, authority and duty of the superintendent:

1. To preserve all reports of superintendents, principals, teachers and other school officers, and to deliver to his successor or clerk of the board of supervisors all money, property, books, effects and papers. ' 37-9-14 (2) (e)
  2. To make to the school board reports for each scholastic month in such form as the school board may require. ' 37-9-14 (2) (i)
  3. To distribute promptly all reports, letters, forms, circulars and instructions which he may receive for the use of school officials. ' 37-9-14 (2) (j)
  4. To observe such instructions and regulations as the school board and other public officials may prescribe, and to make special reports to these officers whenever required.' 37-9-14 (2) (m)
  5. To make such reports as are required by the State Board of Education. ' 37-9-14 (2) (o)
  6. To comply in a timely manner with compulsory education reporting requirements prescribed in Section 37-13-91 (6). ' 37-9-14 (2) (u)
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