



## MONITORING CHECKLIST

\_\_\_ SCHOOL CONTACT INFORMATION - **SUBMIT WHEN SCHOOL BEGINS**

\* Please submit even if there are no personnel changes

\_\_\_ BY-LAWS – **DEADLINE: OCTOBER 30**

\_\_\_ MINUTES – **DEADLINE: OCTOBER 30**

\_\_\_ PARENT COMMITTEE ELECTION CERTIFICATE – **DEADLINE: OCTOBER 30**

\_\_\_ PROPOSAL REVISIONS (if needed) – **DEADLINE: DECEMBER 15**

\_\_\_ PROPOSAL – **DEADLINE: APRIL 30**

\_\_\_ NEEDS ASSESSMENT – **DEADLINE: APRIL 30**

Submit a copy of each item listed above to the JOM (Johnson O Malley) office.

1. Submit Parent Committee Approval form with each Reimbursement claim.

\* You can submit claims anytime throughout the school year.

\* Deadline for claims is **June 6<sup>th</sup>**.

2. Submit new student documentation as it comes in.

### **Mailing Address:**

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