



FALL CHECKLIST

FORMS DUE TO SCHOOLS OFFICE

Due Date	Form Name	Form ID	Required by:
___ Aug 1	Title IX-ESEA 1972 Elimination of Sex Discrimination Policy Certification (Send signed copy by email)	CSO FALL-105	ALL
___ Aug 1	Civil Right Act of 1976 (Send signed copy by email)	CSO FALL-110	ALL
___ Aug 15	Student/Parent Handbook (Send electronic copy only)		DIOCESAN
___ Aug 15	Employee Handbook (Send electronic copy only)		DIOCESAN
___ Sept 1	School Employees Roster	CSO FALL-115	DIOCESAN
___ Sept 1	Official employment records (eApps and employee roster must agree)	eApps	DIOCESAN
___ Sept 1	Religion Textbook Report (Grades K-8)	CSO FALL-120	DIOCESAN
___ Sept 1	Key Personnel	CSO FALL-126G	ALL
___ Sept 1	Roster of Religion Teachers	CSO FALL-140	DIOCESAN
___ Sept 15	Family Exit Reports	CSO FALL-360G	DIOCESAN
___ Sept 15	Student Retention Data	CSO FALL-128	DIOCESAN
___ Sept 15	Federal Free & Reduced Lunch Survey (Income Survey)	https://forms.csodallas.org/	ALL
___ Sept 15	Official Student Enrollment (Only schools <i>without</i> Renweb have to send this form)	CSO FALL-125G	ALL
___ Sept 15	Catholic School Advisory Council Members (Elementary CSO FALL-130EG/High School CSO FALL-130HG)	CSO FALL-130G	DIOCESAN
___ Sept 15	NCEA Databank Report (Enrollment must agree with TCCB-ED AR)	data entered through D.A.R.T./Renweb portal	ALL
___ Sept 20	TCCBED Annual Accreditation Report (Enrollment must agree with NCEA DB Report)	NEON	ALL

SCHOOL RESOURCE FORMS - DO NOT SEND TO CSO

___ Sept 15	Annual Safe Environment Training / Re-Training	CSO FALL-135	
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