



Catholic Schools

DIOCESE of DALLAS

SPRING CHECKLIST

FORMS DUE TO SCHOOLS OFFICE

Due Date	Form Name	Form ID	Required by:
Jan. 18	Family Exit Reports complete for students not returning for the 2nd semester	CSO SPRING-360G	DIOCESAN
Jan. 15	School Tuition Rates for Next School Year	CSO SPRING-204	ALL
Feb. 1	Official School Calendar directions for completion of calendar CSO SPRING-205D	CSO SPRING-205	ALL
Mar. 1	Summer School Form	CSO SPRING-210G	ALL
May 1	State Fair of Texas Order Form	CSO SPRING-215G	ALL
May 1	Supply Order Form	CSO SPRING-220	DIOCESAN
May 1	School Office & Principal Summer Information	CSO SPRING-225G	DIOCESAN
May 15	8th Grade Graduation Survey	CSO SPRING-227G	DIOCESAN
June 1	Non-Returning Employee List	CSO SPRING-230	DIOCESAN
June 1	Registration Form: Secretary/Front Office Personnel Workshop	CSO SPRING-255G	ALL
June 15	Budget for Next School Year		DIOCESAN
June 15	New Employees Hired	CSO SPRING-245	DIOCESAN
July 20	Registration Form: Orientation For Teachers New to the Diocese of Dallas	CSO SPRING-250G	DIOCESAN

SCHOOL FORMS - DO NOT SEND TO CSO

Survey of Staff Positions	CSO SPRING-202
Addendum to Student Registration Form	CSO SPRING-203
Campus Professional Report This form is a resource to document school inservice sessions and use as evidence for your accreditation visit. It is for internal use only, DO NOT send to CSO.	CSO SPRING-240