



## FALL - Diocesan School Required Forms Checklist

Most forms can be found on the CSO Employee Portal -- <https://forms.csodallas.org/>

Due Date	Form Name	Form ID	Submit via
_____ 1-Aug	Title IX-ESEA 1972 Elimination of Sex Discrimination Policy Certification Schools that are non-parish based must use <b>CSO FALL-105 CORP</b>	CSO FALL-105 or CSO FALL-105 CORP	CSO Employee Portal
_____ 1-Aug	Civil Right Act of 1976 Schools that are non-parish based must use <b>CSO FALL-110 CORP</b>	CSO FALL-110 or CSO FALL-110 CORP	CSO Employee Portal
_____ 15-Aug	Employee Handbook	N/A	CSO Employee Portal
_____ 15-Aug	Family Handbook	N/A	CSO Employee Portal
_____ 1-Sep	Official employment records (eApps and employee roster must agree)	N/A	<b>eApps</b>
_____ 1-Sep	School Employees Roster	CSO FALL-115	CSO Employee Portal
_____ 1-Sep	Key Personnel	CSO FALL-126G	CSO Employee Portal
_____ 1-Sep	Roster of Religion Teachers	CSO FALL-140	CSO Employee Portal
_____ 1-Sep	Religion Textbook Report (Grades K-8)	CSO FALL-120	CSO Employee Portal
_____ 10-Sep	NCEA Databank Report (Enrollment must agree with TCCB-ED AR)	N/A	<b>D.A.R.T./Renweb</b>
_____ 10-Sep	Official Student Enrollment (Only schools without Renweb have to send this form)	CSO FALL-125G	CSO Employee Portal
_____ 15-Sep	Student Retention Data	CSO FALL-128	CSO Employee Portal
_____ 15-Sep	Family Exit Reports	CSO FALL-360G	CSO Employee Portal
_____ 15-Sep	Income Survey - Data Collection Spreadsheet (Data is collected from the Income Survey templates located in Other Forms)	N/A	CSO Employee Portal
_____ 15-Sep	Annual Safe Environment Training/Re-Training	CSO FALL-135	Keep in School File
_____ 15-Sep	School Advisory Council/Board of Directors Roster	CSO FALL-130G	CSO Employee Portal
_____ 20-Sep	TCCBED Annual Accreditation Report (Enrollment must agree with NCEA DB Report)	Template emailed by Deborah Adame	Email to dadame@cathdal.org