

SPRING - Required Forms Checklist for **DIOCESAN** Schools

[CSO Employee Portal -- https://forms.csodallas.org/](https://forms.csodallas.org/)

Due Date	Form Name	Form ID	Submit via
___ Jan. 15	Family Exit Reports	n/a	CSO Employee Portal
___ Jan. 15	School Tuition Rates for Next School Year	CSO SPRING-204G	CSO Employee Portal
___ Feb. 1	Official School Calendar <small>Directions for completion of calendar CSO SPRING-205D</small>	CSO SPRING-205	Email to Mary Friend
___ Mar. 1	Summer School Form	CSO SPRING-210G	CSO Employee Portal
___ May 1	State Fair of Texas Order Form	CSO SPRING-215G	CSO Employee Portal
___ May 1	Supply Order Form	CSO SPRING-220	CSO Employee Portal
___ May 1	School Office & Principal Summer Information	CSO SPRING-225G	CSO Employee Portal
___ May 15	8th Grade Graduation Survey	CSO SPRING-227G	CSO Employee Portal
___ June 1	Non-Returning Employee List	CSO SPRING-230	CSO Employee Portal
___ June 1	Registration Form: Administrative Professionals Workshop	CSO SPRING-255G	CSO Employee Portal
___ June 1	Registration Form: Enrollment & Marketing Meeting	n/a	CSO Employee Portal
___ June 1	Registration Form: Health Symposium	n/a	CSO Employee Portal
___ June 1	Registration Form: Counselors Symposium	n/a	CSO Employee Portal
___ June 15	Budget for Next School Year	n/a	Email to Mark Lawrence
___ June 15	New Employees Hired	CSO SPRING-245	CSO Employee Portal
___ July 20	Registration Form: Orientation For Teachers New to the Diocese of Dallas	CSO SPRING-250G	CSO Employee Portal

SCHOOL FORMS - DO NOT SEND TO CSO

___	Notice of Intent to Return	CSO SPRING-202	Keep in School File
___	Addendum to Student Registration Form	CSO SPRING-203	Keep in School File
___	Campus Professional Report <small>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.</small>	CSO SPRING-240	Keep in School File