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FORMING SAINTS AND SCHOLARS

FALL - 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
_____ 15-Aug	Employee Handbook	N/A	CSO Employee Portal
_____ 15-Aug	Family Handbook	N/A	CSO Employee Portal
_____ 30-Aug	Crisis Management Plan Updates	N/A	CSO Employee Portal
_____ 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
_____ 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	School Advisory Council/Board of Directors Roster	CSO FALL-130G	CSO Employee Portal
_____ 15-Sep	NCEA Databank Report (Enrollment must agree with TCCB-ED AR)	N/A	D.A.R.T./FACTS
_____ 15-Sep	Official Student Enrollment (Only schools without Renweb have to send this form)	CSO FALL-125G	CSO Employee Portal
_____ 20-Sep	TCCBED Annual Accreditation Report (Enrollment must agree with NCEA DB Report)	Submit through Accreditrac	https://txcatholic.accreditrac.com/