

## 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
___ 15-Jan	School Tuition Rates for Next School Year	CSO SPRING-204G	<a href="#">CSO Employee Portal</a>
___ 1-Feb	Official School Calendar <small>Directions for completion of calendar CSO SPRING-205D</small>	CSO SPRING-205	<b>Email to Mary Friend</b>
___ 1-Mar	Summer School Form	CSO SPRING-210G	<a href="#">CSO Employee Portal</a>
___ 1-May	State Fair of Texas Order Form	CSO SPRING-215G	<a href="#">CSO Employee Portal</a>
___ 1-May	Supply Order Form	CSO SPRING-220	<a href="#">CSO Employee Portal</a>
___ 15-May	8th Grade Graduation Survey	CSO SPRING-227G	<a href="#">CSO Employee Portal</a>
___ 30-May	Campus Professional Development Record	CSO SPRING-240	<b>Email to Mary Friend</b>
___ 30-May	Professional Growth to Strengthen Competence Form	N/A	<a href="#">CSO Employee Portal</a>
___ 1-June	Non-Returning Employee List	CSO SPRING-230	<a href="#">CSO Employee Portal</a>
___ 15-June	Final Budget for Next School Year	N/A	<b>Email to Mark Lawrence &amp; Jeannette Lambert</b>
___ 15-June	New Employees Hired	CSO SPRING-245	<a href="#">CSO Employee Portal</a>
___ 30-June	Registrations for beginning of the year meetings/orientations from CSO	N/A	<a href="#">CSO Employee Portal</a>

### Additional School Forms - DO NOT SEND TO CSO

___ 1-Mar	Notice of Intent to Return	CSO SPRING-202	<b>Keep in School Files</b>
___ 30-May	Professional Growth to Strengthen Competence Form	TCCB ED	<b>Keep in School Files</b>
___	Addendum to Student Registration Form	CSO SPRING-203	<b>Keep in School Files</b>