ARCHDIOCESE OF LOS ANGELES - Department of Catholic Schools
Principal's Transition Inventory
(COVER PAGE)

VISIT TO THE SCHOOL

The new principal is invited to the school while classes are in session. This visit may include a visit to each classroom and a meeting with faculty and staff either individually or in a group.

TRANSITION MEETING

In partnership with or with the support of the Assistant Superintendent, the outgoing principal provides the new principal with information that is as complete and helpful as possible.

SCHOOL DATA

All important data from the school's and/or the principal's computer has been backed up on an external drive and given to the incoming principal. This includes (but is not limited to) in-depth studies, financial records, WCEA/WASC documents, handbooks, strategic plans, etc.

Revised: October 2016

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Item	**Location/Point Person**	**Status (complete, in progress, not started, n/a)**
FAITH		
All Schools		
Name of Religion Chair: Job Description		
What liturgical celebrations are made available during the year? (Mass, Reconciliation, Prayer Service, etc.)		
Where is the school on the path to Catechetical Certification?		
Elementary Schools		
Location of ACRE test booklets, answer sheets and header sheets		
ACRE dates for the past six years organized by year and grade level		
Location of ACRE data analysis and Catholic Identity Ongoing Review documents		
Who is responsible for the 2nd grade sacraments of reconciliation and First Holy Communion?		
Name, phone number and e-mail address of Parish Director of Religious Education		
System for identifying non-Catholic students and communicating information to teachers.		
High Schools		
Name of religion textbook series in use at the school		
Name of campus minister		
Name of Christian Service moderator		
Who is responsible for responding to natural disaster/crisis outreach?		
STEWARDSHIP		
All Schools		
Annual Reports		
Projected budget and enrollment		
Tuition collection report to date for all families		
List of all accounts payable to date		
List of restricted funds		
Tuition agreements		
Bookkeeping/accounting arrangements		
Location of checkbook		
Check signing policy & check signing authority with bank		
Banking Account Information		
Identify payroll company information		
CEF Applications/ File		
Foundation Information & Donor Database		

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STEWARDSHIP (continued)		
All Schools		
Endowment Documenation/ Minutes of Meetings		
Admission policies		
Enrollment by grade (names of students) for coming year		
Fundraising events and dates for coming year		
Leadership and Principal's responsibilties for annual school events (fiesta, carnival, etc.)		
High Schools		
Development		
Marketing		
Investment accounts		
Monthly Financial Reports		
Monthly Invoice and Medical		
EXCELLENCE		
All Schools		
Curriculum Development (syllabus, unit plans, lesson plans & pacing guides for the last two years)		
Indication and evidence of steps completed toward implementation of CCSS		
Data analysis from the current year		
Method for reporting progress to parents (i.e., frequency of progress reports, report cards, online grading system, etc.)		
Description of school-wide instructional strategies or systems for meeting the needs of all students (e.g., Thinking Maps, fluency routines, STEP, tiered interventions, etc."		
Curricular Goals/Professional Development Plan for the last two years		
Technology Plan tied to Curricular Goals		
Agendas and Minutes from Faculty Meetings from the current year		
Teacher observation data from the current year & Year-end evaluations		
Textbook inventory by subject, grade, title and publisher, including e-books		
Professional development focus and in-service days scheduled to support		
Probationary teachers/teachers on Performance Improvement Plan		
Elementary Schools		
ITBS data for the past six years organized by year and grade level		
Other types of diagnostic, formative or summative data collected by the school (e.g., SGP, STAR, NWEA, Catapult Benchmarks, DIBELS, etc.)		

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EXCELLENCE (continued)		
High Schools		
Name of person responsible for coordinating standardized testing		
Types of standardized testing administered by the school		
Standardized Test Data for past three years		
Minutes of Department meetings		
Advisory Curriculum Committee		
School Codes/Passwords for College Board, ACT & CA Department of Education		
Job posting websites		
Teacher Observation Protocol		
TITLE FUNDS		
All Schools		
Awareness of annual Government Programs' meeting (October)		
Name, phone number and e-mail address of contact at school district if not located in LAUSD		
Notice of allocations if not located within LAUSD		
Annual Professional Development Plan and Consultation		
TECHNOLOGY		
All Schools		
Inventory of school-owned teacher and student devices (desktops, laptops, tablets, iPads), projectors, printers, copiers and other instructional technology devices)		
Master list of user names and passwords for relevant web services (school website, school e-mail, student information system, online/digital content programs, assessment programs, etc.)		
Existing service contracts (internet and telephone, web-site hosting, student information system, content programs and technology support services)		
Participation in e-rate consortium		
Technology Plan		
Replacement/Aging Report of servers and other infrastructures		
SIS Passwords/Logins		

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WCEA/WASC ACCREDITATION		
All Schools		
Most current Self-Study and Visiting Committee Report of Findings		
Copy of Action Plan		
Date of next full accreditation visit/three year mid-term visit		
WCEA Leadership Team members		
Catholic Identity On-going reviews since last accreditation		
Copies of previous accreditation documents		
Elementary Schools		
Annual reports of progress and mid-term report as required for 6R term		
Excellence Growth Reports since last accreditation		
High Schools		
Quarterly reports of progress as required		
Data Library Updates (E3 only)		
DEPARTMENT OF CATHOLIC SCHOOLS		
All Schools		
Copies of Private School Affidavit		
Copies of Archdiocesan Census reports filed for the past five years		
Proposed calendar submitted to Department of Catholic Schools		
Annual Assessment Fee paid (Due August)		
PARENTS/STUDENTS COMMUNICATION		
All Schools		
Parent/Student Handbook (including Archdiocesan insert)		
Parent/Teacher Organization officers for coming year and contact information		
Copies of parent newsletters, bulletins and other written communication		
School Board members and contact information		
Information on phone system, set-up, voicemail access, school website, etc.		

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PERSONNEL FILES AND OTHER		
All Schools		
Criminal Record Summary confidential file (fingerprints)		
I-9 file (employment eligibility verification form)		
Child Abuse Acknowledgement Form		
Personnel files		
Benefits Information		
Faculty/Staff Handbook (including Archdiocesan insert)		
Job Descriptions for all exempt and non-exempt personnel		
Staff roster and updates		
VIRTUS certificates		
Catechetical Certification documentation for teachers of religion		
Class, teacher, and staff schedules from the current year		
Acceptable Use Policy		
Immunization Records		
STUDENT RECORDS		
All Schools		
Location of permanent records and storage of old cum files and registers		
STEP plans		
I-20 List (International students)		
Immunization Records		
Elementary Schools		
Retentions, if any for upcoming year		
SAFEGUARDING THE CHILDREN		
All Schools		
Review "Responsibilities of School Principals" document from Safeguard the Children's Office		
File of VIRTUS Certificates for parents and volunteers		
File of fingerprinting (copies of Live Scan forms) for volunteers who supervise students (lunch duty, chaperones, etc.)		
File of signed, Adults Working with Minors for all parents and volunteers		
VPIN Administrator? Who is responsible for VPIN at the school?		

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SAFEGUARDING THE CHILDREN (continued)		
All Schools		
Educator's Access Tab for VIRTUS Online (JVienna@la-archdiocese.org)		
Confirm potential paper copy/binder of Fingerprinting/Livescan verification		
Elementary Schools		
Does the school use Good Touch, Bad Touch or Teaching Touching Safety?		
Copies of Record for Children's Program Training for past three years		
School liaison for parish Safeguarding the Children Committee		
Name and contact information of person responsible for VPIN at the parish.		
EMERGENCY PROCEDURES		
All Schools		
Documentation of fire and earthquake drills for the past two years		
Earthquake/Disaster preparedness supplies		
Emergency plans/procedures		
Student Emergency Cards		
Name and phone number of contact at Police Department (for some schools, the local Senior Lead Officer)		
Name and phone number of contact at Fire Department		
SCHOOL PLANT		
All Schools		
Summer maintenance and special projects-dates and responsible parties		
Contracted services		
Five-year Maintenance Plan		
Facilities' Self-Assessment		
Plant Map with Emergency Shut-Off Information		

BANK ACCOUNTS:

The bank signature cards to be transferred to the new principal (all school accounts):

Name of Bank	Account Name	Account #	User ID	Password

ENDOWMENT OR INVESTMENT ACCOUNTS:

Account Name	Account Number	User ID	Password	

CREDIT CARDS:

Name	Account #	Expiration Date

TRANSITION ITEMS

Account Name	User ID	Password
Catholic Education Foundation		
Private School Affidavit		
DOJ (Fingerprint)		
ACES School Email Account		
VPIN Access Form		
STAR		
Security/Alarm/Safe Codes		
Master Key Box / Distribution List		
Gradebook/Student Information System		
VIRTUS Online		

CONFIDENTIAL

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The outgoing principal is responsible for the online completion of the
Archdiocesan End of the Year Report / Annual Report in August.
A copy is given to the incoming principal.

SCHOOL EMPLOYEE BENEFITS:

- Attach a copy of the School's employee benefits (vacation, holidays and sick days plan, if any)
- Without creating any new agreements, list or attach any special arrangements or consideration given to any employee:

SIGNATURES:

_____   _____
Outgoing Principal   *Date*

_____   _____
Incoming Principal   *Date*

_____   _____
Pastor   *Date*

_____   _____
Assistant Superintendent   *Date*