GENERAL SCHOOL ADMINISTRATION

File: CM-R

SCHOOL DIVISION ANNUAL REPORT

- 1. The Supervisor of Data Management will be responsible for coordinating the completion of the Annual Report which is required for the Department of Education.
- 2. Once all information has been requested from divisionwide staff, the Supervisor will complete the report.
- 3. After the report is completed, the Supervisor will get verification of the data from persons responsible for various sections of the report.
- 4. Following verification, the Supervisor will submit the report to the Superintendent of Public Instruction at the Department of Education.
- 5. The submission is required prior to September 15 of each year and is based on data from the school year ending the previous June 30.

Legal Reference: Code of Virginia, 1950, as amended, section 22.1-81.

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