

## Checklist for School Closing Procedure

- Send board resolution closing the school to the Northern California Conference Office of Education.
- Notify church members of decision to close the school
- Notify the students and parents of the decision to close the school
- Provide information to parents and students about enrollment opportunities at nearby Adventist schools.
- State and provide in writing the process for ensuring that students' records are sent to their next school, providing contact information to the NCC Office of Education.
- Secure and store all school property and assets, including buildings and contents, and maintain daily security until disposition.
- Arrange for and establish a date for a school audit to be conducted by the Northern California Conference auditor.
- Send the students' official records by return-receipt certified carrier, with a list of all records and their destination to the NCC Office of Education.
- Arrange to send the school's personnel records, unrequested students records, and other school records to the NCC Office of Education.
- Provide a written notice of intent to the NCC Office of Education complete with payment amount and payment schedule to clear conference arrears account.
- Arrange to have all school mail forwarded to the NCC Office of Education.
- Submit an inventory of all supplies and equipment to the NCC Office of Education with a copy to pastors of constituent churches.
- Office of Education checkout process
- Submit all school keys to the appropriate individual - pastor, school board chair, or other appropriate individual.

Signature acknowledging receipt of keys: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date