

ADMINISTRATIVE REPORTS

Statistical information often has a time value. Delayed reports place an inconvenience and burden upon others who must use the information and may in some instances result in a financial loss to the district.

Each principal, director, supervisor, or other administrator shall give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and shall make accurate and prompt return on scheduled dates of all statistical and other information required.

If the above practice is followed, it should be possible to prepare the district reports required by the state and federal governments and meet their date requirements.

Adopted 7/20/77

LEGAL REFS.: W.S. 21.1-33(a), 21.1-34(c)
Wyoming Education Policies Reference Manual, code CL