

ADMINISTRATIVE REPORTS - GENERAL

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. He/She shall make accurate and prompt return of all statistical data and other required information.

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 data requirements.

LEGAL REFERENCE: Iowa Code § 279.8, .21, .23A (2003)

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DATE OF REVIEW: December 17, 2007

DATE OF REVISION: