

## 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.