

## School Closure Quick List

\*This list is for reference of all parties involved in closure. It does not replace the official closing assurances provided by ODE

### School Responsibilities

- Board resolution for closure of school
- Board resolution for disposition of assets
- Notification to parents of closure – Letter must include the following
  - Reason for closure
  - Options for enrolling in other schools
  - Location of student records
  - Contact info for Sponsor
- Notify Teachers of closure – Letter must include the following
  - Clarification of COBRA or other benefits
  - Information on the location of LPDC documents
  - Reminder to faculty of obligation to teach until last day
  - Sponsor contact info
- Organization of all student records
  - Make copies of all current student records
  - Create list of all current students including address, grade, and resident district
    - A copy of the list must be provided to each resident district (broken out)
  - Organize student files by grade and in alphabetical order
    - Name and SSID should be clearly visible
  - Create list of all graduates with date of graduation and transcripts
  - Keep all SPED files separate for delivery directly to SPED office at resident district
  - Deliver ORIGINAL files to resident districts within 7 days of school closure
    - Must obtain signature from each receiving district
- Schedule FTE review with area coordinator
- Confirm all assets are accounted for once Treasurer provides the asset listing

### Documents School Staff must provide to Sponsor

1. Copy of parent letter
2. Copy of staff letter
3. Copy of Board closure resolution
4. Copy of Board resolution for Disposition of assets
5. Copy of any notices to ODE or Media for auction
6. Current student list including address, grade, and resident district
7. List of any graduates
8. Copy of email requesting FTE review
9. Copy of final FTE report
10. Copy of Delivery signatures to resident districts

**Treasurer Responsibilities**

- Notify STRS/SERS of closure
  - Ensure STRS/SERS contributions are current
- Update and confirm the Fixed Asset list
  - Must include the funding source and Fair Market value
  - Create bill of sale for any assets sold
- Notify Auditor of State of school closure and schedule final audit
- Identify any School Facilities guarantees
- Identify any National School Lunch Program equipment purchases
- Create June 30 financials to include
  - Bank reconciliation
  - List of investments
  - List of Payables
    - Creation of priority list if not enough funds to pay everyone
    - List of unused checks
    - List of petty cash
    - List of bank accounts
      - Closing bank accounts when all transactions complete
    - Payroll reports
    - List of Accounts receivable
- Return all unused funds to ODE

**Documents Treasurer must provide to Sponsor**

1. All June 30 financials
2. Copy of email to STRS/SERS for closure
3. Copy of email to AOS requesting final audit
4. Asset list with all required elements
5. Any Bills of Sale for assets
6. Accounts payable listing with priority listing
7. Copy of remission check to ODE for unused funds

Attendees at initial meeting

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Signatures of Sponsor and School Rep

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