

Head Teacher/Site Supervisor End of Month Checklist

Head Teacher/Site Supervisor: _____

Center: _____

Area Manager: _____

Team #: _____

Head Teachers/Site Supervisors must complete this checklist at the end of each month. Initial as each form is completed. There will be one checklist maintained for each program year. It will be saved in the M Drive → Center Name → EOM Reporting → Current Program Year. Be sure to save your work each month on this same form. Email your Area Manager when complete. For more information, refer to SOP 5.9.3 HT/SS End of Month Reporting.

[illegible]