Submit a copy of the following documents to the Accountability Office Box 718:

- **SSC Election Documentation and SSC Roster, including:**
  - School Site Parent and Staff Election Checklist
  - SCC Roster (Be sure to indicate officers: Chairperson, Vice Chairperson, Secretary, etc. Check Roster for proper SSC Composition, per Ed. Code.)
  - District Advisory Committee (DAC) Representative

- **2012-2013 Schedule of Meetings, including:**
  - Dates, times and location

- **Meeting Agendas/Minutes, including:**
  - Posting date, time and location (72 hours prior to meeting-per Ed. Code)
  - Members present (include officer titles next to member’s names as appropriate)
  - Agenda Items/Actions/Follow-up
  - Action on the Legal Mandates and Recommendations
  - Sign-In Sheets

- **Revisions to the School Development and Improvement Plan (SDIP) also known as the Single Plan for Student Achievement for 2012-2013**

- **Completed School Development and Improvement Plan (SDIP) also known as the Single Plan for Student Achievement for 2012-2013**

Reminder: Keep a copy of all submitted work at your site for your records.

**Accountability Office**
Jerry Uhl, Performance Management Technician
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Box 718
Email: Jerry-Uhl@scusd.edu