

ADMINISTRATIVE REPORTS

P2109

The School Committee will require reports from the Superintendent concerning conditions and needs of the schools.

All administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Upon receipt of the Superintendent's reports, the School Committee will take steps to evaluate the effectiveness with which the schools are achieving the educational goals of the school system.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all statistical and other information required.

Policy Adopted: April 9, 2001
Policy Reviewed:
Policy Revised:

WESTFORD PUBLIC SCHOOLS
Westford, Massachusetts 01886