Interim Helpful Hints

First Interim Helpful Hint #8 – Processing Sequence & Interim Checklist

11/3/2026

Build a Clean Interim File

- Use the Interim Report Submission Bulletin and processing/checklist materials to confirm all required steps are completed.
- Expect to repeat extracts, imports, budget reviews, TRCs, and reconciliations as corrections are made.
- Complete all required fields and explanations; do not leave review questions or Criteria & Standards responses incomplete.

Validate Before Board

- Confirm assumptions in the LCFF Calculator, narratives, SACS forms, cash flow, MYP, and board materials agree.
- Complete the Interim Review Questionnaire and Submission Checklist accurately before finalizing.

Reminder: Contact your Business Services Advisor before the board meeting if you are unsure how to resolve a material issue.

Additional Resource: Refer to the 2026-27 First Interim Reporting presentation, slides 142 and 150–151.

If you need assistance with anything related to Interim Reports, please contact your Business Services Advisor