HOUSTON INDEPENDENT SCHOOL DISTRICT
ASSUMPTION OF RESPONSIBILITY

SCHOOL: ________________________________

DATE: ________________________________

The following reviews have been conducted. Please initial to indicate completion, review,
and acceptance.

<table>
<thead>
<tr>
<th></th>
<th>Leaving Principal</th>
<th>New Principal</th>
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<tbody>
<tr>
<td>FINANCIAL AUDIT</td>
<td></td>
<td></td>
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<tr>
<td>TEXTBOOK REVIEW</td>
<td></td>
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<tr>
<td>FIXED ASSETS INVENTORY</td>
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It is understood by both principals that the assumption of responsibility forms will be
completed no later than 30 days from the effective date of appointment. If a further review
of textbooks, equipment inventory, or the school activity funds audit reflects discrepancies
with the submitted reports, said leaving principal agrees that he/she shall make himself
available to help reconcile the difference. If the aforesaid review and reconciliation cannot
be made to agree with previously submitted reports, the leaving principal shall be financially
liable for the results thereof. It is understood that the new principal shall make such reviews
as necessary within 30 days of assignment to the school. The leaving principal shall bear no
responsibility for the old school upon satisfactory completion of these requirements.

_____________________________________ _________________________________
SIGNATURE (leaving Principal) SIGNATURE (new principal)

_____________________________________ _________________________________
DATE DATE

_____________________________________ _________________________________
AREA ASSISTANT SUPERINTENDENT DATE

IMPORTANT

Return completed form and all discrepancies to the Controller’s Office.