

A Planning Checklist for School Administrators

Updated 2010

August

1. Assure that supplies and information for teachers is available – that materials which arrived over the summer are stored and unpacked.
2. Mail a welcoming letter to teachers confirming assignments, rooms and meeting schedules.
3. Send any necessary letters to parents.
4. Inspect building closely.
5. Review/update teachers' handbook.
6. Meet with PTL leaders.
7. Review the School Improvement Plan/NLSA Annual Goals
8. Update student handbook if necessary – with board approval
9. Finalize student lists and records
10. Check all registration materials
11. Prepare and hold teacher/teacher aide meetings
Review policies, new programs, class lists, calendar, teacher responsibilities, building policies and procedures, etc.
12. Finalize any necessary salary information with payroll people
13. Notify teachers of evaluation schedules and procedures
14. Obtain school records for any new students.
15. Check insurance programs
16. Prepare for first school news letter
17. Prepare staff duty schedules
18. Prepare for opening service (chapel)
19. Review yearly budget information
20. Review substitute list and plans
21. Check on school photo plans
22. Prepare annual reports (Lutheran Annual, District, Synod)
23. Complete ISBE form – Nonpublic School Application for Recognition and Calendar due 9/1.
24. Report Average Daily Attendance for previous year on ISBE form – Nonpublic School Attendance due 9/13.
25. Prepare system for collecting Average Daily Attendance for coming year. (Important for receiving School Safety Block Grant Funding.)
26. Contact Local Public School office regarding Title Funding and IDEA services for coming school year.
27. Plan installation of new teachers, including district authorization to install
28. Schedule teacher dedication/re-dedication
29. Check and plan for any teacher anniversaries
30. Provide CPR/First aid training (as needed)
31. Provide bloodborne pathogen/mandated reporter training

September

1. Check student immunization status. Enforce exclusion policy when necessary
2. Review student special education needs; plan accordingly
3. Review Crisis Plan with area first responders.

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4. Prepare and send State Fire Marshal Report regarding evacuation drills and crisis plan review due October 1.
5. Arrange for State housekeeping inspection with fire department officials
6. Collect and act on free and reduced lunch information
7. Review and plan for use of Federal Title monies
8. Have several fire drills (3 required per year)
9. Print student directory
10. Construct and test emergency fan-out
11. Visit all classrooms
12. Begin Christmas program planning
13. Begin next year's budget process (if on calendar fiscal year).

October

1. Fire prevention week is in October. Continue fire drills
2. Immunization forms due from children 10/15
3. Kindergarten Eye Examination Forms due from children 10/15
4. Prepare for parent-teacher conferences
5. Prepare for Northern Illinois Teacher Conference (non LEA convocation years)
6. Begin formal classroom evaluation visits. Review and set visit/evaluation schedules

November

1. Finalize inclement weather policies and parent/staff call down systems
2. Prepare and send ISBE report – Nonpublic School Registration Enrollment and Staff Report due 12/15
3. Prepare and send ISBE report – Immunization Report due 11/15
4. Prepare and send ISBE report – Student Health – Vision due 11/15
5. Continue teacher evaluations
6. Prepare for Thanksgiving observances and chapel
7. Continue Christmas program preparation
8. Prepare for parent-teacher conferences
9. Review delinquent church and school attendance after quarter I

December

1. Finalize Christmas program
2. Plan for teacher/volunteer recognition/gifts
3. Continue teacher evaluations
4. Plan for building use during Christmas break
5. Send statements to families for the Illinois Education Expense Tax Credit (due Jan 30)
6. Assure that the taxable portion of group term life insurance is reported to staff
7. Review and plan staff development activities
8. Begin preparation for next year registration process

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January

1. Evaluate staff for the next school year
2. Discuss school activities for Martin Luther King and President Days
3. Make preparations for records day.
4. Construct calendar for next school year
5. Review and prepare for registration process
6. Begin Lutheran Schools Week preparations
7. Prepare Hearts for Jesus activities

February

1. Continue registration process
2. Finalize Lutheran Schools Week planning
3. Oversee high school matriculation procedures for Eighth grade students
4. Order diplomas
5. Continue staff evaluation process

March

1. Celebrate National Lutheran Schools Week!
2. Review available services with local districts (Federal grants, services, professional growth opportunities, bussing, No Child Left Behind, etc.)
3. Begin preparations for annual NLSA reporting.
4. Finalize enrollment
5. Schedule vision and hearing screening for coming school year.
6. Achievement testing (now or in designated month)

April

1. Prepare and send IRS Form 5578 – Annual Certification of Racial Nondiscrimination for a Private School Exempt From Federal Income Tax. (Date can vary based on fiscal year.)
2. Submit Hearts for Jesus money
3. Plan graduations
4. Review summer building schedule
5. Finalize staff evaluations
6. Issue next year's calendar
7. Start preparation of NLSA Annual Report due – May 15

May

1. File annual NLSA Annual report by May 15.
2. Begin class lists for fall
3. Finalize summer plans for staff; encourage participation in VBS
4. Review closing procedures (activities, records, etc.)

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5. Determine student summer needs
6. Finalize next year's staffing
7. Prepare and file ISBE report – Vision Report due 6/30
8. Prepare and file ISBE report – Dental Report due 6/30

June

1. Order instructional materials, supplies and equipment
2. Conduct end-of-the-year faculty meetings
3. Obtain building and classroom inventories
4. Review and order forms: discipline, attendance, report cards
5. Check technology plan and needs
6. Conduct year-end student activities: field days, award assemblies, etc.
7. Plan and celebrate closing chapel
8. Conduct exit interview with parents of students who are leaving
9. Prepare or request records documents for transferring students
10. Write thank you letters to significant volunteers/staff members
11. Check on school photo plans for coming year

July

1. Orient new teachers and other staff
2. Revise student directory
3. Execute call documents or contracts for new/continuing teachers
4. Oversee fall schedule development
5. Review and check summer maintenance
6. Begin faculty duty schedules
7. Review and revise Principals Planning Calendar