

## **Planning Checklist for Northern Illinois District School Administrators**

### **July**

1. Plan new teacher and staff orientation
2. Oversee schedule of professional development
3. Review and check summer maintenance
4. Review/update teachers' handbook
5. Begin faculty duty schedules
6. Review and revise Principal's Planning Calendar
7. Send welcome back to school letter to staff
8. Plan new teacher installations, including District authorization to install
9. Update student handbook

### **August**

1. Conduct new teachers and other staff
2. Assure that supplies and information for teachers is available – that materials which arrived over the summer are retrieved and unpacked.
3. Communicate to teachers re: confirming assignments, rooms, and meeting schedules
4. Send back to school communication to parents
5. Inspect building for cleanliness, safety, and security
6. Communicate repairs as needed
7. Meet with PTL leaders for Annual plans
8. Conduct student/parent back to school night/event
9. Review the School Improvement Plan/NLSA Annual Goals
10. Finalize student lists and records
11. Monitor late registrations and become familiar with registration materials
12. Prepare and hold teacher/teacher aide meetings  
Review policies, new programs, class lists, calendar, teacher responsibilities, building policies and procedures, etc.
13. Finalize any necessary salary information with payroll people
14. Notify teachers of evaluation schedules and procedures
15. Obtain school records for any new students.
16. Review insurance programs so they are current. Become familiar w/reporting procedures
17. Plan school newsletter format
18. Prepare staff duty schedules
19. Prepare for opening service (chapel)
20. Review yearly budget information
21. Review substitute list and plans
22. Check on school photo plans

23. Prepare annual reports (Lutheran Annual, District, Synod)
24. Complete ISBE form – Nonpublic School Application for Recognition and Calendar due September 1 to IWAS.
25. Report Average Daily Attendance for previous year on ISBE form – Nonpublic School Attendance due September 13 to IWAS.
26. Prepare system for collecting Average Daily Attendance for coming year. (Important for receiving School Safety Block Grant Funding.)
27. Contact Local Public School office regarding Title Funding and services for coming school year. Coordinate student services w/staff as needed
28. Plan installation of new teachers, including district authorization to install
29. Schedule teacher dedication/re-dedication
30. Check and plan for any teacher anniversaries
31. Provide CPR/First aid, blood-borne pathogen, and mandated reporter training (as needed)
32. Review calendar for academic testing throughout the year including the ordering of necessary testing instruments
33. Develop special class schedules (e.g. lunch, Spanish, PE, music)
34. Collect all necessary enrollment and physical forms
35. Plan regular meetings with Pastor and/or team
36. Schedule faculty meetings for the year
37. Install/rededicate teachers –send appropriate paperwork to District Office

## **September**

1. Check student immunization status. Enforce exclusion policy when necessary
2. Review student special education needs; plan accordingly
3. Revise and update student directory
4. Review Crisis Plan with area first responders
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 (meet with public school administrators)
8. Conduct first fire drill (3 required per year)
9. Print student directory
10. Communicate procedures for lock down and intruder drills
11. Visit all classrooms
12. Begin Christmas program planning
13. Begin next year's budget process (if on calendar fiscal year)
14. Prepare for Northern Illinois Teacher Conference (non LEA convocation years)
15. Submit NLSA annual fee by Oct. 1 to St. Louis

## **October**

1. Fire prevention week is in October. Continue fire drills
2. Prepare for parent-teacher conferences
3. Begin formal classroom evaluation visits. Review and set visit/evaluation schedules
4. Begin National Lutheran Schools Week preparation
5. Plan activities for Veteran's Day observance
6. Update NLSA annual report
7. Finalize inclement weather procedures
8. Complete required IWAS paperwork for state recognition – due Nov. 15
9. Complete required IWAS paperwork for student health data and immunizations – due Nov. 15
10. Complete and submit Synod Statistical report to Rosters and Statistics by Nov. 1
11. Attend NID Teacher Conference
12. Prepare student physical, immunization, vision reports for ISBE IWAS – due Nov. 1

## **November**

1. Communicate school closing weather policies and parent/staff call down systems
2. Prepare and send ISBE report – Nonpublic School Registration Enrollment and Staff Report due December 1
3. Continue teacher evaluations
4. Prepare for Thanksgiving observances and chapel
5. Continue Christmas program preparation
6. Prepare for parent-teacher conferences
7. Review delinquent church and school attendance after quarter
8. Prepare and send State Fire Marshal Report regarding evacuation drills and crisis plan to ISBE by December 1

## **December**

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

## **January**

1. Evaluate staff needs for the next school year
2. Plan school activities for Martin Luther King and President Days
3. Review, revise, and order forms needed for records retention at end of school year
4. Construct calendar for next school year
5. Review and prepare for registration process
6. Celebrate National Lutheran Schools Week

## **February**

1. Continue registration process
2. Oversee high school matriculation procedures for Eighth grade students
3. Continue staff evaluation process
4. Plan graduation details including the ordering of diplomas, lining up speakers, etc
5. Submit form and fees to NID for School Support Fund
6. Encourage teachers to update CMIF information

## **March**

1. Review available services with local districts (Federal grants, services, professional growth opportunities, bussing, etc.)
2. Begin preparations for annual NLSA reporting
3. Continue enrollment process
4. Schedule vision and hearing screening for coming school year as available
5. Finalize staff evaluations Execute call documents or contracts for new/continuing teachers
6. Plan teacher anniversary celebrations

## **April**

1. Prepare and send IRS Form 5578 – Annual Certification of Racial Nondiscrimination for a Private School Exempt Form Federal Income Tax. (date can vary based on fiscal year)
2. Review summer building schedule of activities and maintenance improvements
3. Issue next year's calendar
4. Start preparation of NLSA Annual Report due – May 15

## **May**

1. File NLSA Annual report with District Accreditation Commissioner by May 15
2. Submit annual NID NLSA fee to District by May 15
3. Begin class lists for fall
4. Finalize summer plans for staff; encourage participation in VBS
5. Review closing procedures (activities, records, etc.)
6. Finalize next year's staffing
7. Renew ICNS and LEA Annual Dues
8. Celebrate teacher anniversaries

## **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 for next year as needed
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
12. Submit Hearts for Jesus money to District
13. Prepare and send ISBE report for dental to IWAS – due June 30
14. Schedule August staff meetings
15. Conduct family and staff exit interviews

## **On going**

Communicate mission stories to all stakeholders  
Review and plan staff development activities  
Make monthly visits to all classrooms  
Review and conduct community activities  
Oversee Admissions program and process  
Actively participate in annual budget planning process  
Hearts for Jesus and Chapel Offerings/activities  
Regular Faculty and Board Meetings  
Update NLSA annual report  
Plan and conduct required safety drills  
Regular contact with public school administrators for coordination of services and calendar events  
Conduct Board orientation and training  
Regularly attend District Principal meetings  
Consider introduction to other nonpublic administrators in your area  
Submit form and fees to join ICNS  
Oversee teacher in-service/professional development plan (e.g. join LEA and other appropriate professional organizations)

## **REQUIRED ILLINOIS STATE DRILLS**

Fire – at least 3 per year (1 with the local fire department by the end of October)  
Tornado – at least 1 per year  
Earthquake – 1 per year (usually in October)  
Bus Safety – 1 per year per grade level  
Active Shooter – at least one per year

Record all drills on the state record sheet and submit to ISBE IWAS that by the end of the school year.

Reviewed March 2018