Principal Checklist

**Administrative Timetable**

**August**

- New teacher orientation/induction
- New staff orientation
- New student orientation
- Make sure all teaching certificates are registered
- Meet with secretarial staff to discuss up-coming year
  - Develop yearly checklist
  - Create “To Do” lists with individual responsibilities identified
  - Office coverage during the year
  - Operating procedures (answering calls, messages, visitors, etc.)
- Meet with custodial staff to discuss up-coming year
  - Review summer work
  - Develop yearly checklist
  - Create “to Do” lists with individual responsibilities identified
- Meet with cafeteria staff to discuss up-coming year
- Meet with transportation staff to discuss up-coming year
  - Student discipline
- Prepare for teacher in-service
  - Agenda: Check previous years’ agendas
  - Handouts (class rosters, calendar, schedules, teacher evaluation cycle, emergency telephone list, etc.)
  - Teacher handbook (approved by board in July)
  - Mailing
- Allergy and medication list prepared for teachers
- Complete student registration
  - Mail student information packets if needed (include calendar)
  - Free/reduced lunch report
  - Identify students with special circumstances (e.g., custodial parents, double mailings)
  - Allergy/medication list
- Final class rosters and schedules should be completed
- Student/Parent handbooks ready for distribution along with sign-off sheet
  - Approved by board in July
  - Within 15 days of student enrollment
  - Procedures for oral communication made
  - Procedures for collecting sign-odd sheets and storage developed
- Make sure all classrooms are ready to go
  - Enrollment/desks
  - Supplies
  - A.V. checkout and distribution
- Prepare for board meeting
  - New hires
  - Update textbook list showing new texts and those replaced
  - Update curriculum materials list
1. Submit a list of completed summer maintenance items
   - Make sure all calendar dates are set and any changes or updates are passed along to the superintendent’s office
   - Set calendar dates for board letters due, principal meetings at unit office, and any other regularly scheduled meetings
   - Annual inserts need to be made to building asbestos management plan
   - CPR, first-aid, blood-borne pathogens, and child abuse annual trainings done with appropriate staff
   - Establish dates for fire, disaster, and emergency drills
   - Develop staff emergency telephone list (staff only)
   - Fieldtrips for 1st semester approved by board
   - Finalize bus routes
   - Prepare a substitute teacher availability list
     - Substitute orientation
     - Substitute folders
     - Emergency lesson plans
   - Prep for PTA meeting (May need meeting w/ PTA President.)
   - IEPs needed this month
   - Plan 1st day student assembly
   - Supervise or arrange supervision for any extra-curricular activities
   - Textbook distribution
   - Building use by outside agencies
   - A copy of the final class schedule for the year, teachers’ handbook, student handbook, calendar, etc. all need to be sent to unit office by end of August
   - Plans for parent night/open house
   - “Who is in charge when the principal is out of the building” list
   - Committee meeting schedules determined

2. High School & Junior High/Middle School
   - Band camps
   - Make sure IHSA fall sports entry forms and fees are sent
   - Make sure AD has prepared coaches’ handbook
   - AD meets with all coaches
   - AD/Principal meets with all extra-curricular participants and parents to review rules and codes of conduct
   - AD contacts all scheduled opponents and officials to verify contract information
   - Finalize all athletic/fine art transportation schedules
   - Check to make sure all arrangements are done for athletics…transportation, eligibility, physicals, insurance waivers, etc.
   - Fall sports practices begin
   - Extra-curricular activity drug testing (ongoing)
   - Driver education car
   - Initial athletic and music booster club meetings
   - Check with guidance office regarding college visits, testing arrangements, etc. for upcoming year
   - Back-to-school dance (Howdy Hop)
September

- Open House
- Parent/Teacher conferences
- Parent and community communication plan
- Faculty meeting
- Board meeting
  - If appropriate, teacher/department presentations to board schedule
- PTA/Booster meetings
- Prep for any IEPs this month
- Plan for mid-term progress reports
- Plan for report cards
- Prep and complete all evaluation duties
- Supervise or make arrangements for supervision for all extra-curricular activities
- Fire drill
- Bus drill
- Monthly meetings: Maintenance staff, office staff, etc.
- Hearing and vision screenings
- Student pictures
- School Improvement Plan – due to Regional Office of Education
- Budget review
- Revision of staffing based on enrollment
- Finalized list of student information due to office
  - Administrative notebooks with contact information
  - Student directory (requires notification and right to not release)
- Reminder notices for students not paying fees
- Plan assemblies
- Plan special events
- Planning begins for curriculum for following year (based on SIP)
- Fall housing report
- Committee meetings

High School & Junior High/Middle School

- IESA seed meetings for fall sports
- Eligibility
- Extra-curricular drug testing
- ACT test
- Senior announcement/class rings
- Early graduation petitions
- Plan fall sports award ceremonies
- Homecoming
- Senior college planning
- Fall sport pictures
- School dance
October

- Faculty meeting
- Board meeting
- PTA meeting
- Parent/Teacher Conferences
- End of first quarter
- Report cards
- IEPs
- Prep and complete all evaluation duties
- Supervise or arrange supervision for all extra-curriculars
- Monthly meetings: Maintenance staff, office staff, etc.
- Holiday program planning
- Fire drill – Fire Prevention Week
- Illinois Principals Conference
- Personnel planning for next year begins
- Daylight savings time ends
- School improvement activities
- Budget review
- Committee meetings

High School & Junior High/Middle School

- IESA state for boys’ baseball, girls’ softball, cross-country
- Eligibility
- Extra-curricular drug testing
- Fall sports award ceremonies planning
- Winter sports
- AD meets with all winter sport coaches
- AD contacts all scheduled opponents and officials to verify contract information
- Finalize all athletic/fine arts transportation schedules
- Check to make sure all arrangements are done for athletics...transportation, eligibility, physicals, insurance waivers, etc.
- Scholastic Bowl entry deadline, state workshop
- ACT test
- PSAT and PLAN given this month
- Senior college planning
- School dance
- Fine arts special events
November

- Faculty meeting
- Board meeting
- PTA meeting
- IEPs
- Prep and complete all evaluation duties
- Supervise or arrange supervision for all extra-curriculars
- Monthly meetings: Maintenance staff, office staff, etc.
- School improvement activities
- Instructional program planning for next year
- Personnel planning continues
- Budget review
- Holiday program planning continued
- Notify teachers when mid-term grades are due
- Set dates/prepare for student organization pictures
- Thanksgiving Day meal (invite parents, grandparents, community leaders, board members, administration)
- Student proof of immunization, physical exam, dental exam due
- American Education Week
- Committee meetings

High School & Junior High/Middle School

- Eligibility
- Extra-curricular drug testing
- Fall sports award ceremonies
- IESA girls’ basketball tournament series begin
- Winter sports start competition
- Senior college planning
- College Career Night
- Illinois Association of School Boards Conference
- Winter sport pictures
- Fall play
- Winter sport pictures
- School dance (Turkey Trot)
- Fine arts special events
December

- Faculty meeting
- Board meeting
- PTA meeting
- IEPs
- Prep and complete all evaluation duties
- Supervise or arrange supervision for all extra-curriculars
- Monthly meetings: Maintenance staff, office staff, etc.
- Finalize maintenance schedule for winter break
- School improvement activities
- Instructional program planning for next year
- Personnel planning continues
- Holiday program
- Budget review
- Committee meetings
- Faculty/staff social events
- Prepare for end of 2nd quarter/first semester
  - Scheduling for second semester
  - Room assignments
  - Final exams
  - Report cards

High School & Junior High/Middle School

- Eligibility
- Extra-curricular drug testing
- Winter sports continue
- School dance
- ACT test date
- Illinois State Scholars announced this month
- Holiday tournaments
- Winter break practice schedule
- Fine arts special events
January

- Faculty meeting
- Board meeting
- PTA meeting
- IEPs
- Prep and complete all evaluation duties
- Supervise or arrange supervision for all extra-curriculars
- Monthly meetings: Maintenance staff, office staff, etc.
- School improvement activities
- Instructional program planning for next year
- Personnel planning continues
- Budget review
- Committee meetings
- Confirm state testing/other standardized testing dates and notify teachers – scheduling for these days
- Spelling bees/geography bees
- Set dates for spring field trips (board approval)
- Fixed asset inventory
- Begin planning for pre-registration for fall at all levels
- End of second quarter/semester
  - Report cards
  - New schedules for students
  - Student retention monitoring

High School & Junior High/Middle School

- Eligibility
- Extra-curricular drug testing
- High school - winter sports continue
  - Girls’ basketball regional seed meeting
- School dance
- IESA – boys’ basketball regional seed meeting/regional; girls’ volleyball begins
- College planning for seniors
- College planning for juniors begins
- Fine arts special events
February

- Faculty meeting
- Board meeting
- PTA meeting
- IEPs
- Prep and complete all evaluation duties
- Supervise or arrange supervision for all extra-curriculars
- Monthly meetings: Maintenance staff, office staff, etc.
- School improvement activities
- Instructional program planning for next year
  - Scheduling – student requests
  - School calendar
  - Student pre-registration
  - Orientation planning
- Personnel planning continues
- Regional Office compliance visit
- Budget review
  - Budgeting requests for next year due to principal
- Committee meetings
- Mid-quarter progress reports
- Set date and prepare for parent/teacher conferences
- Student retention monitoring
- Fire/Disaster drills
- Planning for end-of-year special events
  - Graduation
  - Academic awards
  - Concerts
  - Picnics

High School & Junior High/Middle School
- Eligibility
- Extra-curricular drug testing
- High school - winter sports continue
  - Boys’ basketball regional seed meetings
  - Girls and boys’ state tournaments
  - Wrestling weight certification deadline/regional seed meeting
- School dance
- Prom-check prom plans to be sure all orders are in, theme decided, arrangements made, contracts signed
- IESA
  - Boys’ basketball regional/sectionals/state
  - Girls’ volleyball regional seed meeting
- College planning for seniors
- College planning for juniors
- Yearbook materials due to printer
- Financial Aid Awareness Month
- Fine arts special events
March

- Faculty meeting
- Board meeting
- PTA meeting
- IEPs
- Prep and complete all evaluation duties
  - Notice of non-renewal
- Supervise or arrange supervision for all extra-curriculars
- Monthly meetings: Maintenance staff, office staff, etc.
- School improvement activities
- Instructional program planning for next year
  - Scheduling
  - School calendar
  - Student pre-registration
  - Orientation planning
  - Pre-school screenings
  - Work on faculty and student handbooks
- Personnel planning continues (hiring)
- Budget review
  - Budgeting for next year
- Committee meetings
- Fire/tornado drills
- Continue end-of-the-year planning
- Standardized testing
- End of 3rd quarter
  - Report cards
  - Student retention monitoring
  - P/T conferences

High School & Junior High/Middle School

- Eligibility
- Extra-curricular drug testing
- AD meets with all winter sport coaches
- AD contacts all scheduled opponents and officials to verify contract information
- Finalize all athletic/fine arts transportation schedules
- Check to make sure all arrangements are done for athletics…transportation, eligibility, physicals, insurance waivers, etc.
- High school
  - Winter sports awards
  - Spring sports begin practicing
  - IHSA solo/ensemble Contest
- School dance
- Prom check to make sure things are progressing
- IESA
  - Volleyball and wrestling tournaments
  - Spring sports begin
- College planning for seniors
- College planning for juniors
- Fine arts special events
April

- Faculty meeting
- Board meeting
- PTA meeting
- IEPs
- Prep and complete all evaluation duties
- Supervise or arrange supervision for all extra-curriculars
- Monthly meetings: Maintenance staff, office staff, etc.
  - Finish evaluations
  - Begin summer planning
  - Establish vacation days for staff
- School improvement activities
- Instructional program planning for next year continued
  - Scheduling
  - School calendar
  - Student pre-registration
  - Orientation for new students
  - Pre-school screenings
  - Continue updates to faculty and student handbooks
- Personnel planning continues (hiring)
- Budget review
  - Budgeting for next year
- Committee meetings
- Fire/tornado drills
- Continue end-of-the-year planning
- Notify parents of students to be retained
- Summer school recommendations
- Mid-term progress reports
- Get diplomas to Board and Superintendent to sign
- Second bus evacuation drill
- State testing
- Daylight savings time begins

High School & Junior High/Middle School

- Eligibility
- Extra-curricular drug testing
- High school – spring sports
- School dance
- Prom check to make sure things are progressing
- IESA
  - Volleyball and wrestling tournaments
  - Spring sports begin
- College planning for seniors
- College planning for juniors
- Fine arts special events
- Scholastic bowl seed meeting and regionals
- ACT test date
- PSAE-juniors
May

- Faculty meeting
- Board meeting
- PTA meeting
- IEPs
- Prep and complete all evaluation duties
- Supervise or arrange supervision for all extra-curriculars
- Monthly meetings: Maintenance staff, office staff, etc.
- School improvement activities
- Instructional program planning for next year continued
  - Scheduling
  - Review student placements for next year
  - Schedules to teachers and students
  - School calendar
  - Student pre-registration
  - Orientation for new students
  - Pre-school screenings
  - Continue updates to faculty and student handbooks
  - Order textbooks
- Personnel planning continues (hiring)
- Budget review
  - Budgeting for next year
  - Review requisitions, begin ordering supplies
- Committee meetings
- Fire/tornado drills – make sure all completed
- Student retention conferences held
- Teacher appreciation week
- ISBE grant reviews
- End-of-the-year
  - Special events – award nights
  - Graduation
  - Final exam schedules
  - Last day of school
  - Report card distribution
  - Final reports to district office

High School & Junior High/Middle School

- Eligibility
- Extra-curricular drug testing
- High school
  - Boys’ and girls’ state track meet
  - State music contest
  - Scholastic bowl sectional and state
  - Sports banquets
- Prom
- IESA – spring sports tournaments
- College planning for seniors
- College planning for juniors
- Fine arts special events
- PSAE make-ups
Eastern Illinois University
NewLeaders
Dr. Linda Morford

June

- Board meeting
- Monthly meetings: Maintenance staff, office staff, etc.
- Personnel hiring
- End of the year wrap up completed
- Finalize handbook changes – faculty and student handbooks
- Summer camps finalized and approved by board
  - Develop supervision plans for these programs
- Summer school begins
- Prepare materials for registration
- Prepare evaluations of Title I and gifted and give to superintendent
- Complete final work on school improvement plan
- Finalize any summer work being paid with grant money
- Last day of summer school, check grades
- Update Administrators’ Academy program and enroll in session if needed to keep certification updated
- Finish up any work with guidance counselor on scheduling, etc.
- Finish ordering

High School and Junior High

- IESA membership deadlines
- Non-eligibility lists for fall
- Check summer driver’s education program
- Schedule summer practices, weight lifting, etc.
- Schedule physicals for fall sports

July

- VACATION
- Board meeting
- Monthly meetings: Maintenance staff, office staff, etc.
- Finish personnel hiring
- Advertise registration dates; finish preparation of all materials
- New staff orientation planning
- Prepare for teacher in-service
- All handbooks (faculty and student) copied and ready for distribution
- Summer maintenance update
- Get driver’s education car contract prepared
- Order materials for new staff
- Write up personal continuing education plan
- Supervise or arrange supervision for all summer activities scheduled