



Principal Checklist

Finishing Up & Getting Started

End of the Year Tasks

- **Event Scheduling**
 - End of the year events
 - Delegate, but oversee to make sure things are planned well.
 - Award ceremonies, graduation (speeches, graduation checks), AP exams, fine arts productions, last day of school events
 - Calendar of events for the next school year-Start Planning Now!
 - 2008-09 school calendar of events (distribute to staff)
 - 2-month calendar to start the year (distribute to staff and families)
- **Summer school (mini school year)**
 - Summer contracts for faculty
 - Scheduling
 - Building usage
 - Textbooks, supplies, etc.
- **Scheduling of classes: Students and staff should leave for the summer knowing their schedules for the following year.**
- **Textbooks**
 - Selection and ordering for the following year
 - Collection of textbooks (What if the textbook is not returned?)
 - Storage of textbooks over the summer
- **Personnel**
 - Assignments for next year
 - Teacher checkout list
 - Submit grades and turn in grade book
 - Keys
 - Summer contract information from teachers
 - Classrooms prepared for summer cleaning (inventory and label)
 - Textbooks/Supply order placed
- **Equipment**
 - Inventory
 - Cleaning
 - Ordering (Don't forget to check numbers for desk ordering!)
- **Handbook preparation**
 - Student handbook
 - Faculty handbook
 - Volunteer handbook
- **Student Issues**
 - Promotion/Retention
 - IEPs and 504 Plan
 - Final grades
- **Take a Vacation! Enjoy!**