



CATHOLIC SCHOOLS OFFICE CHECKLIST OF DUE DATES 2020-2021

JULY

- New Teacher Report
- Final Edits to and Signoff of Faculty and Staff 5-year Anniversaries Program
(for Spirituality Day for participating schools)

Date Due

Rolling/when hired
July 17

Due to

MEF
MAS

AUGUST

- New Teacher Report
- Principal's Goals 2020-2021 due to assigned Superintendent
- Mentoring Form

Rolling/when hired
August 12
August 28

MEF
LPD/CAR
CAR

SEPTEMBER

- First Day Enrollment Report Google Sheet (including private schools)
- Listing of Department Chairs (Sec) and Level Coordinators (Elem)
- Staff Roster/Subject Taught/Emails (all parish and diocesan schools not using PowerSchool)
- Staff Roster/Emails (all private schools)
- Report Arrival/Attendance of International Students
✓ Confirm U.S. Addresses—Report Changes (ongoing throughout year)
- September 30th Count/Enrollment Report Google Sheet (including private schools)
- Updated DE Nurse Forms (contracts, licenses, insurance, background checks)
- Updated MD Nurse Licenses only
- PowerSchool Payment (Full or 1st half)
- Spirituality Day Payment
- Advancement of Catholic Schools Payment

September 8
September 8
September 8
September 8
September 18

MAS
MAS
MAS
MAS
LPD

September 30
September 30
September 30
September 30
September 30
September 30

MAS
MAS
MAS
MAS
MAS
MAS

OCTOBER

- Confidential Family Surveys
- DE Nurse Voucher (September)
- NCEA Census Documents
- Asbestos Semi-annual Report

October 2
October 5
October 19
October 30

LPD
MAS
MAS
MAS



NOVEMBER

- DE Nurse Voucher(October)
- Mentoring Program Payment
- PowerSchool Payment (2nd half)
- SchoolMessenger Payment
- Administrators' Retreat Registration and Payment

Date Due

November 5
November 20
November 20
November 20
November 30

Due to

MAS
MAS
MAS
MAS
MEF

DECEMBER

- DE Nurse Voucher (November)

December 4

MAS

JANUARY

- DE Nurse Voucher (December)
- Report Arrival/Attendance of International Students after Christmas Break
 - ✓ Confirm U.S. Addresses—Report Changes (ongoing throughout year)
- Catholic Schools Week Schedule
- Administrator Intent Form

January 5
January 8

MAS
LPD

January 15
January 29

MAS
MEF

FEBRUARY

- DE Nurse Voucher (January)
- PSAT Payment (secondary schools)

February 5
February 5

MAS
MAS

MARCH

- DE Nurse Voucher (February)
- 2021-2022 Secondary School Calendar Events Google Sheet
- Names for 8th Grade Scholars Convocation Google Sheet(elementary schools)
- Names of St. Francis de Sales Awardees Google Sheet (secondary schools)
- DE Nurse Voucher (March)

March 5
March 12
March 12
March 12
March 31

MAS
MAS
MAS
MAS
MAS



APRIL

- Asbestos Semi-annual Report

Date Due

April 30

Due to

MAS

MAY

- New Teacher Report
- DE Nurse Voucher (April)
- Submit original I-20s for Signature for International Students Returning Next School Year
- Catechetical Certification Documentation (electronic)
- Faculty and Staff 5-year Anniversaries Google Sheet
(for Spirituality Day for participating schools)
- School Calendar Template 2021-2022

Rolling/when hired

May 5

May 14

May 21

May 21

May 21

MEF

MAS

LPD

LPD

MAS

LPD

JUNE

- New Teacher Report
- DE Nurse Voucher (May)
- Schools' Summer Hours
- DE Nurse Voucher (June)
- Graduation Report Google Sheet (secondary schools)
- Teacher/Administrator Employment Agreements
- CSO Personnel Handbook* Acknowledgement Forms
- Teacher Summative Evaluations
- Absentee Reports
- Termination of Employment Reports
- Personnel File Updates
- Emergency Drills Form
- Order PSAT Materials for Grades 9-11

Rolling/when hired

June 4

June 4

June 18

June 18

June 30

June 30

June 30

June 30

June 30

June 30

June 30

June 30

MEF

MAS

MAS

MAS

LPD

MEF

MEF

MEF

MEF

MEF

MEF

MAS



NOTES:

- ☐ Due dates are for ALL schools unless otherwise noted.
- ☐ Payments due will be invoiced.
- ☐ *Due to* initials:
 - LPD - Louis De Angelo
 - CAR - Carol Ripken
 - MEF - Mary Filippone
 - MAS - Margaret Ann Stevenson