

**CATHOLIC SCHOOLS OFFICE  
CHECKLIST OF DUE DATES  
2022-2023**

**JULY**

- New Teacher Report (due immediately upon hire)
- Registration Report - Google Sheet
- ARK Payment
- Spirituality Day - Faculty and Staff 5-year Anniversaries Google Sheet
- Registration Report - Google Sheet

**Date Due**

Rolling  
July 15  
July 22  
July 22  
July 30

**Due to**

MEF  
AMM  
AMM  
AMM  
AMM

**AUGUST**

- New Teacher Report (due immediately upon hire)
- Spirituality Day - Estimated number of attendees
- Registration Report - Google Sheet
- Mentoring Form

Rolling  
August 10  
August 15  
August 26

MEF  
AMM  
AMM  
CAR

**SEPTEMBER**

- First Day Enrollment Report - Google Sheet (including private schools)
- Listing of Department Chairs (Sec) and Level Coordinators (Elem)
- Report Arrival/Attendance of International Students
  - ✓ Confirm U.S. Addresses—Report Changes (ongoing throughout year)
- September 30<sup>th</sup> Count/Enrollment Report Google Sheet (including private schools)
- NCEA Census Data
- Personnel Data Spreadsheet (all schools not using PowerSchool including private schools)
- Updated DE Nurse Forms (contracts, licenses, insurance, background checks)
- Updated MD Nurse Licenses only
- PowerSchool Payment (Full or 1<sup>st</sup> half)
- Spirituality Day Payment
- Advancement of Catholic Schools Payment
- Principal's Goals 2022-2023 due to assigned Superintendent

September 6  
September 9  
September 9  
  
September 30  
September 30  
September 30  
September 30  
September 30  
September 30  
September 30  
September 30  
September 30

AMM  
AMM  
LPD  
  
AMM  
AMM  
AMM  
AMM  
AMM  
AMM  
AMM  
AMM  
LPD/CAR



## OCTOBER

- DE Nurse Voucher (September)
- Confidential Family Surveys
- Asbestos Semi-annual Report
- Enrollment Report - Google Sheet

## Date Due

October 5  
October 7  
October 31  
October 31

## Due to

AMM  
LPD  
AMM  
AMM

## NOVEMBER

- DE Nurse Voucher(October)
- Mentoring Program Payment
- PowerSchool Payment (2<sup>nd</sup> half)
- SchoolMessenger Payment
- Administrators' Retreat Registration and Payment
- Enrollment Report - Google Sheet

## Date Due

November 5  
November 18  
November 18  
November 18  
November 30  
November 30

## Due to

AMM  
AMM  
AMM  
AMM  
MEF  
AMM

## DECEMBER

- DE Nurse Voucher (November)
- Enrollment Report - Google Sheet

December 2  
December 23

AMM  
AMM

## 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
- Enrollment Report - Google Sheet

January 5  
January 6  
  
January 13  
January 31  
January 31

AMM  
LPD  
  
AMM  
MEF  
AMM

## FEBRUARY

- DE Nurse Voucher (January)
- College Board Payment (secondary schools)
- Enrollment Report - Google Sheet

February 3  
February 10  
February 28

AMM  
AMM  
AMM



## MARCH

	Date Due	Due to
<input type="checkbox"/> DE Nurse Voucher (February)	March 3	AMM
<input type="checkbox"/> 2022-2023 Secondary School Calendar Events Google Sheet	March 10	AMM
<input type="checkbox"/> Names of St. Francis de Sales Awardees - Google Sheet (secondary schools)	March 24	AMM
<input type="checkbox"/> Enrollment Report - Google Sheet	March 31	AMM

## APRIL

<input type="checkbox"/> DE Nurse Voucher (March)	April 3	AMM
<input type="checkbox"/> Names for 8 <sup>th</sup> Grade Scholars Recognition - Google Sheet (elementary schools)	April 28	AMM
<input type="checkbox"/> Professional Development Day Payment	April 28	AMM
<input type="checkbox"/> Asbestos Semi-annual Report	April 28	AMM
<input type="checkbox"/> Enrollment Report - Google Sheet	April 30	AMM

## MAY

<input type="checkbox"/> New Teacher Report (due immediately upon hire)	Rolling	MEF
<input type="checkbox"/> DE Nurse Voucher (April)	May 5	AMM
<input type="checkbox"/> Submit <u>original</u> I-20s for Signature for International Students Returning Next School Year	May 12	LPD
<input type="checkbox"/> Spirituality Day - Faculty and Staff 5-year Anniversaries Google Sheet	May 26	AMM
<input type="checkbox"/> School Calendar Template 2023-2024	May 26	LPD
<input type="checkbox"/> Enrollment Report - Google Sheet	May 31	AMM

## JUNE

<input type="checkbox"/> New Teacher Report (due immediately upon hire)	Rolling	MEF
<input type="checkbox"/> DE Nurse Voucher (May)	June 2	AMM
<input type="checkbox"/> School's Summer Hours	June 2	AMM
<input type="checkbox"/> DE Nurse Voucher (June)	June 13	AMM
<input type="checkbox"/> Registration Report - Google Sheet	June 15	AMM
<input type="checkbox"/> Graduation Report Google Sheet	June 16	LPD
<input type="checkbox"/> Catechetical Certification Documentation (electronic)	June 23	DJP
<input type="checkbox"/> Teacher/Administrator Employment Agreements	June 30	MEF
<input type="checkbox"/> CSO Personnel Handbook Acknowledgement Forms	June 30	MEF
<input type="checkbox"/> Teacher Summative Evaluations	June 30	MEF
<input type="checkbox"/> Absentee Reports	June 30	MEF

**JUNE (continued)**

- Termination of Employment Reports
- Personnel File Updates
- Emergency Drills Form
- Fire Drills Form
- Registration Report - Google Sheet

**Date Due**

June 30  
June 30  
June 30  
June 30  
June 30

**Due to**

MEF  
MEF  
AMM  
AMM  
AMM

**NOTES:**

- Due dates are for ALL schools unless otherwise noted.
- Payments due will be invoiced.
- Due to** initials:
  - AMM - Amanda McLain
  - CAR - Carol Ripken
  - DJP - Dan Pin
  - LPD - Louis De Angelo
  - MEF - Mary Filippone