**CATHOLIC SCHOOLS OFFICE**

**CHECKLIST OF DUE DATES**

**2023-2024**

## JULY Date Due Due to

* New Teacher Reports and Termination Reports (due immediately) Rolling MEF
* Registration Report – Google Sheet July 14 AMM
* Spirituality Day – Faculty and Staff 5-year Anniversaries Google Sheet July 31 AMM
* Registration Report – Google Sheet July 31 AMM

**AUGUST**

* New Teacher Reports and Termination Reports (due immediately) Rolling MEF
* Spirituality Day – Estimated number of attendees August 16 AMM
* Registration Report – Google Sheet August 15 AMM
* Mentoring Form August 25 CAR

## SEPTEMBER

* New Teacher Reports and Termination Reports (due immediately) Rolling MEF
* First Day Enrollment Report – Google Sheet (including private schools) September 6 AMM
* Listing of Department Chairs (Sec) and Level Coordinators (Elem) September 15 AMM
* Report Arrival/Attendance of International Students September 15 LPD
  + Confirm U.S. Addresses—Report Changes (ongoing throughout year
* NCEA Census Data September 29 AMM
* Personnel Data Spreadsheet (all schools not using PowerSchool including private schools) September 29 AMM
* Updated DE Nurse Forms (contracts, licenses, insurance, background checks) September 29 AMM
* Updated MD Nurse Licenses only September 29 AMM
* Principal’s Goals 2023-2024 due to assigned Superintendent September 29 LPD/CAR
* September Invoice September 29 AMM
* September 29th Count/Enrollment Report Google Sheet (including private schools) September 29 AMM

## OCTOBER Date Due Due to

* New Teacher Reports and Termination Reports (due immediately) Rolling MEF
* DE Nurse Voucher (September) October 5 AMM
* Confidential Family Surveys October 6 LPD
* Asbestos Semi-annual Report October 31 AMM
* Enrollment Report – Google Sheet October 31 AMM

## NOVEMBER Date Due Due to

* New Teacher Reports and Termination Reports (due immediately) Rolling MEF
* DE Nurse Voucher(October) November 3 AMM
* Administrators’ Retreat Registration and Payment November 30 MEF
* November Invoice November 30 AMM
* Enrollment Report – Google Sheet November 30 AMM

## DECEMBER

* New Teacher Reports and Termination Reports (due immediately) Rolling MEF
* DE Nurse Voucher (November) December 5 AMM
* Enrollment Report – Google Sheet December 22 AMM

## JANUARY

* New Teacher Reports and Termination Reports (due immediately) Rolling MEF
* DE Nurse Voucher (December) January 5 AMM
* Report Arrival/Attendance of International Students after Christmas Break January 5 LPD
  + Confirm U.S. Addresses—Report Changes (ongoing throughout year)
* Catholic Schools Week Schedule January 12 AMM
* Enrollment Report – Google Sheet January 31 AMM

## FEBRUARY

* New Teacher Reports and Termination Reports (due immediately) Rolling MEF
* Administrator Intent Form February 1 MEF
* DE Nurse Voucher (January) February 5 AMM
* February InvoiceFebruary 29 AMM
* Enrollment Report – Google Sheet February 29 AMM

## MARCH Date Due Due to

* New Teacher Reports and Termination Reports (due immediately) Rolling MEF
* DE Nurse Voucher (February) March 5 AMM
* 2024-2025 Secondary School Calendar Events Google Sheet March 9 AMM
* Names of St. Francis de Sales Awardees - Google Sheet (secondary schools) March 22 AMM
* Enrollment Report – Google Sheet March 22 AMM

## APRIL

* New Teacher Reports and Termination Reports (due immediately) Rolling MEF
* DE Nurse Voucher (March) April 8 AMM
* Names for 8th Grade Scholars Recognition - Google Sheet (elementary schools) April 30 AMM
* Asbestos Semi-annual Report April 30 AMM
* April Invoice April 30 AMM
* Enrollment Report – Google Sheet April 30 AMM

## MAY

* New Teacher Reports and Termination Reports (due immediately) Rolling MEF
* DE Nurse Voucher (April) May 3 AMM
* Submit original I-20s for Signature for International Students Returning Next School Year May 17 LPD
* Spirituality Day - Faculty and Staff 5-year Anniversaries Google Sheet May 31 AMM
* School Calendar Template 2023-2024 May 31 LPD
* School’s Summer Hours May 31 AMM
* Enrollment Report – Google Sheet May 31 AMM

## JUNE

* New Teacher Reports and Termination Reports (due immediately) Rolling MEF
* DE Nurse Voucher (May) June 5 AMM
* DE Nurse Voucher (June) June 14 AMM
* June Invoice June 14 AMM
* Graduation Report Google Sheet June 14 LPD
* Catechetical Certification Documentation (electronic) June 14 DJP
* Teacher/Administrator Employment Agreements June 30 MEF
* *CSO Personnel Handbook* Acknowledgement Forms June 30 MEF

**JUNE (continued) Date Due Due to**

* Teacher Summative Evaluations June 30 MEF
* Absentee Reports June 30 MEF
* Termination of Employment Reports June 30 MEF
* Personnel File Updates June 30 MEF
* Emergency Drills Form June 30 AMM
* Fire Drills Form June 30 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