

**CATHOLIC SCHOOLS OFFICE  
CHECKLIST OF DUE DATES  
2024-2025**

**JULY**

	<b>Date Due</b>	<b>Due to</b>
<input type="checkbox"/> New Teacher Reports and Termination Reports (due immediately)	Rolling	MEF
<input type="checkbox"/> Registration Report - Google Sheet	July 15	AMM
<input type="checkbox"/> Registration Report - Google Sheet	July 30	AMM
<input type="checkbox"/> Spirituality Day - Faculty and Staff 5-year Anniversaries Google Sheet	July 31	AMM

**AUGUST**

<input type="checkbox"/> New Teacher Reports and Termination Reports (due immediately)	Rolling	MEF
<input type="checkbox"/> Spirituality Day - Estimated number of attendees	August 14	AMM
<input type="checkbox"/> Registration Report - Google Sheet	August 15	AMM
<input type="checkbox"/> Mentoring Form	August 30	CAR

**SEPTEMBER**

<input type="checkbox"/> New Teacher Reports and Termination Reports (due immediately)	Rolling	MEF
<input type="checkbox"/> First Day Enrollment Report - Google Sheet (including private schools)	September 6	AMM
<input type="checkbox"/> Listing of Department Chairs (Sec) and Level Coordinators (Elem)	September 20	AMM
<input type="checkbox"/> Report Arrival/Attendance of International Students	September 20	LPD
✓ Confirm U.S. Addresses—Report Changes (ongoing throughout year)		
<input type="checkbox"/> NCEA Census Data	September 30	AMM
<input type="checkbox"/> Personnel Data Spreadsheet (all schools not using PowerSchool including private schools)	September 30	MEF
<input type="checkbox"/> Updated DE Nurse Forms (contracts, licenses, insurance, background checks)	September 30	AMM
<input type="checkbox"/> Updated MD Nurse Licenses only	September 30	AMM
<input type="checkbox"/> September Invoice	September 30	AMM
<input type="checkbox"/> September 30 <sup>th</sup> Count/Enrollment Report Google Sheet (including private schools)	September 30	AMM



## OCTOBER

	Date Due	Due to
<input type="checkbox"/> New Teacher Reports and Termination Reports (due immediately)	Rolling	MEF
<input type="checkbox"/> DE Nurse Voucher (September)	October 4	AMM
<input type="checkbox"/> Confidential Family Surveys	October 11	LPD
<input type="checkbox"/> Personnel Data Spreadsheet (all schools not using PowerSchool including private schools)	October 15	AMM
<input type="checkbox"/> Asbestos Semi-annual Report	October 31	AMM
<input type="checkbox"/> Enrollment Report - Google Sheet	October 31	AMM
<input type="checkbox"/> Principal's Goals 2024-2025 due to assigned Superintendent	October 31	LPD/CAR
<input type="checkbox"/>		

## NOVEMBER

	Date Due	Due to
<input type="checkbox"/> New Teacher Reports and Termination Reports (due immediately)	Rolling	MEF
<input type="checkbox"/> DE Nurse Voucher(October)	November 5	AMM
<input type="checkbox"/> Administrators' Retreat Registration and Payment	November 29	MEF
<input type="checkbox"/> November Invoice	November 29	AMM
<input type="checkbox"/> Enrollment Report - Google Sheet	November 29	AMM

## DECEMBER

	Date Due	Due to
<input type="checkbox"/> New Teacher Reports and Termination Reports (due immediately)	Rolling	MEF
<input type="checkbox"/> DE Nurse Voucher (November)	December 5	AMM
<input type="checkbox"/> Enrollment Report - Google Sheet	December 19	AMM

## JANUARY

	Date Due	Due to
<input type="checkbox"/> New Teacher Reports and Termination Reports (due immediately)	Rolling	MEF
<input type="checkbox"/> DE Nurse Voucher (December)	January 6	AMM
<input type="checkbox"/> Report Arrival/Attendance of International Students after Christmas Break ✓ Confirm U.S. Addresses—Report Changes (ongoing throughout year)	January 10	LPD
<input type="checkbox"/> Catholic Schools Week Schedule	January 17	AMM
<input type="checkbox"/> Enrollment Report - Google Sheet	January 31	AMM



## FEBRUARY

<input type="checkbox"/> New Teacher Reports and Termination Reports (due immediately)	Rolling	MEF
<input type="checkbox"/> Administrator Intent Form	February 3	MEF
<input type="checkbox"/> DE Nurse Voucher (January)	February 5	AMM
<input type="checkbox"/> Enrollment Report - Google Sheet	February 28	AMM

## MARCH

	Date Due	Due to
<input type="checkbox"/> New Teacher Reports and Termination Reports (due immediately)	Rolling	MEF
<input type="checkbox"/> DE Nurse Voucher (February)	March 5	AMM
<input type="checkbox"/> 2025-2026 Secondary School Calendar Events Google Sheet	March 7	AMM
<input type="checkbox"/> Names of St. Francis de Sales Awardees - Google Sheet (secondary schools)	March 31	AMM
<input type="checkbox"/> Enrollment Report - Google Sheet	March 31	AMM

## APRIL

<input type="checkbox"/> New Teacher Reports and Termination Reports (due immediately)	Rolling	MEF
<input type="checkbox"/> DE Nurse Voucher (March)	April 4	AMM
<input type="checkbox"/> Asbestos Semi-annual Report	April 30	AMM
<input type="checkbox"/> Enrollment Report - Google Sheet	April 30	AMM

## MAY

<input type="checkbox"/> New Teacher Reports and Termination Reports (due immediately)	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 16	LPD
<input type="checkbox"/> Spirituality Day - Faculty and Staff 5-year Anniversaries Google Sheet	May 30	AMM
<input type="checkbox"/> School Calendar Template 2024-2025	May 30	LPD
<input type="checkbox"/> School's Summer Hours	May 30	AMM
<input type="checkbox"/> May Invoice	May 30	AMM
<input type="checkbox"/> Enrollment Report - Google Sheet	May 30	AMM



## JUNE

<input type="checkbox"/> New Teacher Reports and Termination Reports (due immediately)	Rolling	MEF
<input type="checkbox"/> DE Nurse Voucher (May)	June 5	AMM
<input type="checkbox"/> DE Nurse Voucher (June)	June 14	AMM
<input type="checkbox"/> June Invoice	June 14	AMM
<input type="checkbox"/> Graduation Report Google Sheet	June 14	LPD
<input type="checkbox"/> Catechetical Certification Documentation (electronic)	June 14	DJP
<input type="checkbox"/> Teacher/Administrator Employment Agreements	June 30	MEF
<input type="checkbox"/> <i>CSO Personnel Handbook Acknowledgement Forms</i>	June 30	MEF
<input type="checkbox"/> Teacher Summative Evaluations	June 30	MEF
<input type="checkbox"/> Absentee Reports	June 30	MEF
<input type="checkbox"/> Termination of Employment Reports	June 30	MEF
<input type="checkbox"/> Personnel File Updates	June 30	MEF
<input type="checkbox"/> Emergency Drills Form	June 30	AMM
<input type="checkbox"/> 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