

Administrative Procedure 430 – Appendix

Appendix - PRINCIPAL'S CHECKLIST

TIMETABLE – MONTHLY

- PASIPrep – Student Information System(SIS2245) mid-month
(to keep Alberta Education records up-to-date)
- Student Transportation –
Parent Provided Transportation Contracts10th working day of the next month
Attendance Sheet for the Month provided by Transportation
- **Online Timesheets:**
Education Assistants Approve Monthly by Last Working Day of the Month
Facility Supervisors Approve Monthly by Last Working Day of the Month
School Secretaries/Library Clerks Approve Monthly by the 22nd of the month
Technicians Approve Monthly by the 22nd of the month

Substitutes:

Substitute Secretaries/Library Clerks, Education Assistants

- Timesheets are not required for substitutes replacing another employee. Time will be entered in the auto dispatch system

TIMETABLE – SEPTEMBER

- Education Assistants Staff Meeting
- Enrolments: MyBudgetFile First Day of School
- School Assessment Plan.....First Day of School
- Professional Development – September In-School PD Day 2nd Friday
- Staffing Assignments MyBudgetFile (preliminary) mid-month
- November Diploma Exam Sitings/Capacity Deadline..... mid-month
- Update Hour Zero Databasemid-month – On-going
(Site checklist and Emergency Response Binder)
- Student Scholarships – Eric and Agnes Dixon Scholarship September 15
- Student Scholarships – Marsh Scholarship September 15
- School Councils New Executive Elected
- Year End Review for School Generated Funds 3rd week of September
- Enrolments: MyBudgetFile September 30
- Evacuation Sites September 30
- Literacy and Numeracy Screeners.....September 30
- September 30th Enrolment Count: PowerSchool SIS September 30
- Professional Growth Plans:
 - Principals & Assistant Principals September 30
 - Certificated Staff September 30
- School Council Annual Report September 30
- Short-Term Professional Improvement Program September 30

TIMETABLE – OCTOBER

- November Diploma Exam Registration Deadline.....October 1
- PowerSchool – Alberta Health Services Data Export 1st week
- PowerSchool SIS Student Enrolment & Demographics, on-going
High School Sections & Course Enrolments
- January Diploma Exam Sitings/Capacity Deadline..... mid-month
- FES Course & Marks Submission or Modification (prior year) Deadline.....mid-month
Term 2, 3, 4
- Fall Budget: MyBudgetFile October 31
- School Assurance Plan..... October 31
- School Mental Health Plan..... October 31
- Diploma Exams – Student Accommodations/Exemptions set by Alberta Education
(Provincial Achievement Tests & Diploma Exams –
Student Accommodations/Exemptions)
- School Councils New Executive Elected
- Instructional Support Plans (ISPs).....First Reporting Period

TIMETABLE – NOVEMBER

- Christmas Concerts and Performances November 1
- Request to use a Locally Developed Course in the Second Semester November 1
- January Diploma Exam Registration Deadline November 1
- PowerSchool SIS Student: Enrolment & Demographics, on-going
High School Sections & Course Enrolments
- November Diploma Exam Marks Due Date.....mid-month
- January Grade 9 PAT Confirmation.....last week of November
- Scholarship Information for T4A's November 30
- Student Transportation – Staff Qualifications –
Operating of School Buses/Vans November 30
- School Fees Email Campaign.....November 30

TIMETABLE – DECEMBER

- FES Adjustments/Changes to Enrolment Data and Coding in PASI..... December 1
- FES Resolution of Priority School Conflicts.....mid-month
- Projected Enrolments for next school year: MyBudgetFile.....mid-month
- PowerSchool SIS Student: Enrolment & Demographics, on-going
High School Sections & Course Enrolments
- Copyright Performance Report December 31

TIMETABLE – JANUARY

- PowerSchool SIS Student: Enrolment & Demographics, on-going
High School Sections & Course Enrolments
- 1st Semester Diploma & Non-Diploma School Mark Due Dates last week of January
- Outstanding School Fees Email Campaign last school working day
- Integrated Computer Technology (ICT) – Outcomes end of January
Senior High Schools – Semester 1 Classes Only
(Intranet)
- FOIP – revision requests January 31
- Literacy and Numeracy Screeners (as needed).....January 31
- School Fees Email Campaign.....January 31

TIMETABLE – FEBRUARY

- April Diploma Exam Sitzings/Capacity Deadline.....February 1
- PowerSchool – Alberta Health Services Data Export of New,1st week
Transferred or Withdrawn Students from Previous months
- PowerSchool SIS Student: Enrolment & Demographics,on-going
High School Sections & Course Enrolments
- April Diploma Exam Registration Deadline.....mid-month
- Fees for both lost library books and lost textbooks.....last school working day
entered in Rycor
- All fee waivers entered in Rycor.....last school working day
- School Fees Email Campaign.....last school working day
- High School Literacy and Numeracy Screeners (Semester 2).....February 28

TIMETABLE – MARCH

- Graduation Ceremonies March 1
- May/June Grade 6 & 9 PAT Confirmation + Special Format Materials.....March 1
- PowerSchool SIS Student: Enrolment & Demographics, on-going
High School Sections & Course Enrolments
- PUF Applications March 15
(Contact Student Services for information)
- June Diploma Exam Sittings/Capacity Deadline.....last week of March
- Outstanding School Fees Email Campaign.....last school working day
- Copyright Performance Report March 31
- Projected Enrolments: MyBudgetFile March 31

TIMETABLE – APRIL

- PowerSchool SIS Student: Enrolment & Demographics, on-going
High School Sections & Course Enrolments
- June Diploma Exam Registration Deadline 2nd week of April
- April Diploma Exam School Mark Due.....mid-month
- Verify PAT Materials.....mid-month
- Evaluation of the Teacher – Teacher Evaluation Summary Report April 30
- Projected Enrolments: MyBudgetFile April 30
- Support Staff Evaluations..... April 30

TIMETABLE – MAY

- Request to use a Locally Developed Course in the following school year May 1
- Summer School/Off Campus Declaration.....May 1
- PowerSchool (New Year Preparations) throughout the month
- PowerSchool SIS Student: Enrolment & Demographics, on-going
High School Sections & Course Enrolments
- Long Service Awards mid-month

- FES Course & Marks Submission or Modification (prior year) Deadline.....mid-month
- Instructional Hours mid-month
- PowerSchool – Alberta Health Services Data Export of New, last week of May
Transferred or Withdrawn Students from Previous months
- Professional Growth Plans – End of Year Summaries:
Certificated Staff May 31

TIMETABLE – JUNE

- PowerSchool SIS Student: Enrolment & Demographics, on-going
High School Sections & Course Enrolments
- Literacy and Numeracy Screeners (as needed).....June 15
- Diploma & Non-Diploma School Mark Due Dates last week of June
- August Diploma Exam Sitings/Capacity Deadline.....last week of June
- Summer & September Information last day of classes
- Textbook and Library books to be returned in Destiny.....last school working day
- Summer School/Off-Campus Enrolments..... June 30
- Professional Growth Plans - End of Year Summaries:
Principals & Assistant Principals June 30

TIMETABLE – JULY

- Professional Growth Plans – Principals' Summaries July 1
- PASIPrep – Close-Out School Enrolments 1st week
- PASIPrep – August Diploma Exam Registration 1st week
- Textbook and Library book fees to be entered in Rycor.....End of 1st week of July
- PowerSchool SIS Student: Enrolment & Demographics, on-going
High School Sections & Course Enrolments
- Student Scholarships – Greg Sylvester Memorial Scholarship July 15

TIMETABLE – AUGUST

- Summer School Diploma & Non-Diploma School Marks.....1st week
- PASIPrep – Close-Out Summer School Enrolments 3rd week
- Education Assistants Staff Meeting
- Summer School Work Experience Mark Submission mid-month