

Year End / Year Start-Up Checklist for Administration

Starting in May

- Year End Deadlines for Staff
- School Calendar for next year
- Certificates (Gr. 7, Kindergarten, Achievement)

Starting in June

- Year End Checklist for Staff
- Prepare Year End Newsletter
- WO to Transport (Recycling, Broken Items, Disposables, etc.)
- Bell Schedule work order for start up (if changed)
- School Supply Lists to be sent home if needed with report cards
- Last Day: Turn Bells Off
- Grade 7 Files - sent out once teachers have entered final info

Be Ready for September

- KEV Year End
- Organize Mailboxes
- Health & Safety and Crisis Response Blank Form
- Staff Emergency Telephone Tree
- Staff Sign In Book
- Late Student Sheets
- Visitor Sheets
- BINDERS TO BE PREPARED:
 - Work Orders Binder
 - Notices Home Binder
 - Field Trip/Bus Trip Binder
 - Driver Forms Binder
 - PO Binder
 - LOA Binder
 - Staff Schedules Binder
- Newsletter for 1st day
- Update "group" e-mail contact lists for school

- * Teachers to review supply lists
- * Review back orders on P.O.s
- * Drawtime needed? (Gr. 7 files, etc.)

- * Year End Clean-Up Sign-Up Sheet for Staff
- * Collect Red Emergency Folders
- * Collect keys from Staff who are leaving
- * Part A of KEV Year End
- * Holiday Telephone Greeting
- * Prepare Kindergarten package to be mailed August 1
- * Make list of supplies needed to order in Sept.

- Staff Information List
- Telephone Locals Directory
- New Year OFFICE & KEV FILES TO SET UP
- Red Emergency Folders for classrooms
- Office Calendar on Wall
- Office Calendar on Wall
- Review Student Medical Forms
- FOR FIRST STAFF MEETING
 - * Staff Committees List Blank
 - * Gym Schedule
 - * Supervision Schedule
 - * Give each staff member a staff info form to complete
 - * Give each staff member the H & S form to sign
- Update Staff Schedules In ESS
- Take Off Telephone Holiday Greeting
- Turn Bells On