

2023-2024

Forms	Due Dates
All school staff &volunteers trained and screened with Sterling Volunteers https://imsda.org/sterlingvolunteers/	As needed throughout the year.
School Board Minutes/Financial Statements	MONTHLY
School Officer List	August 15
Daily Class Schedule	August 15
School Calendar Changes	August 15
First Day Enrollment	Call in or e-mail on first day of classes
Refugee Fund Requests	Sept. 1
Board Approved Substitute Teacher List	Sept. 1
SIS School Rosters Completed	Sept. 1
All student info recorded into the Student Information System, Opening School and Opening Teacher Report accurate on Data Roll-up	Sept. 8
Yearly Lesson Plan	By September 30
Revised School Budget (It is the principal's responsibility to see the Board gets this form in time to meet the deadline)	October 3
1 st Quarter Report	October 20
2 nd Quarter Report	January 12
Employment Plans	January 17
Annual School Progress Reports	February 1
Application to Teach Secondary Subjects	March 7
School Matching Assistance Funds Due	March 7
Application for Out of Conference/Overnight Class Trips	March 7
3 rd Quarterly Report	March 22
Summer School Plans	April 12
Diploma Order	April 12
Proposed School Budget (It is the principal's responsibility to see the Board gets this form in time to meet the deadline)	May 31
4 th Quarter Report	May 31

Forms	Due Dates
2024-2025 School Calendar	May 31
End of Year Items & Checklist completed	May 31
Substitute Teacher Form (Names of all substitutes must be submitted to the conference office by Sept 1. They must also go through training and have a background check to qualify.)	Due within one month of absence from the classroom
Travel Reimbursement Form (Only used for conference approved travel)	Due within one month of travel
Non-Academic Application Forms (Conference automatically reports hours for teachers' convention and in-service meetings)	May 31
Tuition Reimbursement Form <u>with College Transcript</u>	After completion of your course(s) by October 31

PLEASE USE THE FORMS FOUND ON OUR WEBSITE AS THESE ARE THE MOST UP-TO-DATE VERSIONS.

All forms can be found on our website at <https://imsda.org/> – Ministry Services – Education – scroll down to Principal/Teacher Reports.

Thank you!

07/2023