

2023-2024 – Forms & Due Dates for Teachers

Forms	Due Dates
All school staff &volunteers trained and screened with Sterling Volunteers https://imsda.org/sterlingvolunteers/	As needed throughout the year.
Daily Class Schedule	Due August 15
All student info entered in the Student Information System (SIS) Opening Teacher’s Report accurate on Data Roll-up	Sept. 8
Yearly Lesson Plan	September 30
Employment Plans	January 17
Summer School Plans	March 6
Application for Out of Conference/Overnight Class Trips	March 6

Forms	Due Dates
End of Year items & Checklist completed	May 31
<u>Substitute Teacher Form</u> (Names of all substitutes must be submitted by the principal 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)	Due by May 31
Tuition Reimbursement Form <u>with</u> <u>College Transcript</u>	After completion of your course(s) by October 30

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.