

2025-2026

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 11
Daily Class Schedule	August 11
School Calendar Changes	August 11
First Day Enrollment (call in or email)	August 13
<u>Refugee Fund Requests</u>	<u>August 30</u>
<u>SIS School Rosters Completed</u>	<u>August 30</u>
Board Approved Substitute Teacher List	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	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 17
2 nd Quarter Report	January 9
Employment Plans	January 15
Annual School Progress Reports	February
Application to Teach Secondary Subjects	February 26
School Matching Assistance Funds Due	March 5
Application for Out of Conference/Overnight Class Trips	March 5
3 rd Quarter Report	March 27
Diploma Order	April 9
Summer School Plans	April 9
Proposed School Budget (It is the principal's responsibility to see the Board gets this form in time to meet the deadline)	May 29
4 th Quarter Report	May 29

Forms	Due Dates
2025-2026 School Calendar	May 29
End of Year Items & Checklist completed	May 29
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 29
Tuition Reimbursement Form <u>with College Transcript</u>	After completion of your course(s) by October 31

All forms can be found on our webpage at [Education Reports - Iowa-Missouri Conference of Seventh-day Adventists \(imsda.org\)](https://www.imsda.org/education-reports)

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

Thank you!