

# 2025-2026 – Forms & Due Dates for Teachers

Forms	Due Dates
All school staff &volunteers trained and screened with <b>Sterling Volunteers</b> <a href="https://imsda.org/sterlingvolunteers/">https://imsda.org/sterlingvolunteers/</a>	AS NEEDED THROUGHOUT THE YEAR
Daily Class Schedule	August 11
<b>All student info entered in the Student Information System (SIS) Opening Teacher's Report accurate on Data Roll-up</b>	<b>Sept. 8</b>
Yearly Lesson Plan	September 30
Employment Plans	January 15
Application for Out of Conference/Overnight Class Trips	March 5
Summer School Plans	April 9

Forms	Due Dates
End of Year items & Checklist completed	May 29
<b><u>Substitute Teacher Form</u></b> (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)	<b>Due within one month of absence from the classroom</b>
<b>Travel Reimbursement Form</b> (Only used for conference approved travel)	Due within one month of travel
<b>Non-Academic Application Forms</b> (Conference automatically reports hours for teachers' convention and in-service meetings)	Due by May 29
<b>Tuition Reimbursement Form <u>with</u> <u>College Transcript</u></b>	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://imsda.org)

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

**Thank you!**