

Diocese of Pensacola-Tallahassee

**Principal's checklist for Diocesan Documents and Forms
2008-09**

(Unless otherwise noted, please submit all documents in electronic form.)

Documents /Forms	Date Due	Attn:	Date Submitted
Designated Master In-service Coordinator	Aug. 21	Donna Bass	
Designated ITBS Test Coordinator	Aug. 21	DB	
Teacher Contracts	Aug. 21	DB	
Website updated -	Sept. 3	DB	
Blood borne Pathogens Video/Test and In-service	Sept. 3	DB	
Update Power School Staff— <i>grade, content taught, job responsibility,</i>	Sept. 3	DB	
Update Personnel Files w/checklist	Sept. 3	DB	
Update student files	Sept. 3	DB	
Education Foundation Applications— <i>for new enrollees</i>	Sept.3	DB	
Professional Development Plan- <i>in-service dates, content etc.</i>	Sept.18	DB	
Emergency Flip Chart – <i>current contact info.</i>	Sept.18	DB	
School Floor Plan	Sept.18	DB	
Safe Environments – Lures Training Schedule	Sept.18	DB	
Guidance Plan	Sept.18	DB	
Technology Plan - <i>E-rate info</i>	Sept.18	DB	
McKay Agreements	Sept.18	DB	
School Advisory List - (name, address, phone)	Sept. 18	DB	
ARCA form – electronic for FCC/cc to Susan Mueller <i>* Forms will be available</i> <i>* Hard copy of Limited Teaching Endorsement(s) and/or Grandfather clause for faculty as approved by Susan Mueller</i>	TBA	DB	
Payment of School dues to FCC	Oct. 1	DB	
NCEA Data Form <i>Count day is Oct.1due in office</i>	Oct. 1	DB	
Flex Budget	Oct. 15	DB	