

October Responsibilities for Principals and Directors

October Responsibilities				
		Goal Setting Conference	The principal/director, pastor (if applicable), and superintendent will meet for a goal setting conference by October 30.	At this conference, the principal/director, pastor (if applicable), and superintendent will establish the expectations of the principal for the current year.
		Marketing Plan	The principal verifies an updated Marketing Plan is in place by October 1 of the present year. (K-12 schools only)	The plan should be placed in the school's Google Folder by October 1 of each year.
		Development Plan	The principal verifies an updated Development Plan is in place by October 1 of the present year. (K-12 schools only)	The plan should be placed in the school's Google Folder by October 1 of each year.
		Wellness Plan	The principal verifies an updated Wellness Plan is in place by October 1 of the present year. (K-12 schools only)	The plan should be placed in the school's Google Folder by October 1 of each year.
		Technology Plan	The principal verifies an updated Technology Plan is in place by October 1 of the present year. (K-12 schools only)	The plan should be placed in the school's Google Folder by October 1 of each year.
		Technology Inventory	The principal verifies an updated Technology Inventory has been completed by October 1 of the present year. (K-12 schools only)	The plan should be placed in the school's Google Folder by October 1 of each year.
		Non Public Registration through DESE	The principal will enter the number of students that live in each public school attendance area at each grade level. October 1- Nov. 30. (K-12 schools only)	Complete the Non Public Registration report through DESE. Send addresses of students that reside in each public school attendance area to the Public School representative for approval.
		4th Grade THE WAY	Elementary Principals check with the WAY to make sure all 4th grade families have registered	Send an email to THE WAY to see if all your 4th grade families have registered.