

## September Responsibilities for Principals and Directors

| September Responsibilities |                                              |                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                       |
|----------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | <b>Acting Principal/Director Report Form</b> | The principal/director has completed the Acting Principal/Director Report Form for who is in charge when the principal is out of the building by <b>September 1</b> .                                                                                                                                             | A google form will be provided by the CSO to each school/center.<br><a href="https://forms.gle/mvnxXcaZoZbTpFNSA">https://forms.gle/mvnxXcaZoZbTpFNSA</a>                                                                                                                                             |
|                            | <b>September 1 Head Count</b>                | The principal/director has completed and submitted the September 1 Head Count by grade level by <b>September 1</b> .                                                                                                                                                                                              | A google form will be provided by the CSO to each school/center.<br><a href="https://forms.gle/qNdEqdMwtNJTkGeC9">https://forms.gle/qNdEqdMwtNJTkGeC9</a>                                                                                                                                             |
|                            | <b>Immunization Records</b>                  | The principal, along with the School Nurse, must make sure all students have immunization records on file or an approved immunization exemption on file by <b>September 1</b> -. The ECC director must make sure all students have immunization records on file and that the records are up to date at all times. |                                                                                                                                                                                                                                                                                                       |
|                            | <b>NCEA Report</b>                           | The principal/director has completed and submitted the NCEA Report by <b>September 25th</b> .                                                                                                                                                                                                                     | Reports are provided from the CSO through the Wednesday WOW.                                                                                                                                                                                                                                          |
|                            | <b>Fall CSO Awesome Report</b>               | The principal/director has completed and submitted the Fall CSO Awesome Report by <b>September 25th</b> of the present year.                                                                                                                                                                                      | A google form will be provided by the CSO to complete the Fall CSO Awesome Report.<br><a href="https://forms.gle/EhJQ16DhnC3daLBF8">https://forms.gle/EhJQ16DhnC3daLBF8</a>                                                                                                                           |
|                            | <b>School Safety Compliance Form</b>         | The principal/director has completed this form and submitted it to the Office of Child and Youth Protection before October 1st of every year.                                                                                                                                                                     | The form can be found here :<br><a href="https://kcsj catholic.org/office/child-youth-protection/forms/">https://kcsj catholic.org/office/child-youth-protection/forms/</a><br>Principal/Director completes the form and submits it to <a href="mailto:ocyp@diocesekcsj.org">ocyp@diocesekcsj.org</a> |
|                            | <b>4th Grade THE WAY</b>                     | Elementary Principals need to make sure that the 4th grade parents have registered with THE WAY                                                                                                                                                                                                                   | An email should have been sent to the principals and the parents about how to register. Or you can go to <a href="https://www.discipleshipkc.org/theway-resources/">https://www.discipleshipkc.org/theway-resources/</a>                                                                              |