

HIGH SCHOOL PRINCIPAL'S TIMELINE

JULY

Monthly Financial Report due July 25
Annual Development Report due July 25
Year-end Financial Report preparation due August 4
Hiring of New Faculty- application/references/interview
 criminal record summary compliance
 send request to hire to assistant superintendent
 official transcripts and copies of degrees and credentials
 faculty employment agreement
 TB examination documentation
 I-9 employment eligibility verification form
 W-4
 child abuse acknowledgement form
 Benefits - medical insurance, life insurance, disability insurance, tax deferred annuity
Faculty Handbook Finalized
Summer School
Update VPIN

AUGUST

Hiring of New Faculty
Review Personnel Files
 professional growth records
 evaluation forms
 all documents listed above under Hiring
Monthly Financial Report due August 20
Check Student Health Records for Completeness
Administrative Team Planning Meeting
Book Sales
Student Orientation
Faculty Orientation - review Policy for Professional Relationship with Students
 review employee benefits
 review harassment policy
 review Safe Environment directive
Mass on August 15 if Faculty or Students present (Assumption – Holyday of Obligation)

SEPTEMBER

Annual Votive Mass of the Holy Spirit and School Consecration
Assessment Fee Due - Department of Catholic Schools
Monthly Financial Report due September 20
Final School Budget due September 15



Submit Master Schedule, Non-Discrimination Policy, Faculty and Student Handbooks
Back to School Night
Principals' Fall Meeting and Annual CAA meeting
Faculty Meeting - Evaluative Committee election
Prepare Recruitment Materials and Application Packets for New Students
Recruitment Planning
Recruitment begins
Fire and Earthquake Drills
Feeder School Articulation Planning
Financial Development Planning
Spiritual Development Planning
Faculty Supervision Planning
Faculty Faith Formation

OCTOBER

Monthly School Mass
School Census due October 1
Monthly Financial Report due October 20
Annual Principals' Overnight Retreat and Dinner
Recruitment continues
Faculty Faith Formation

NOVEMBER

Monthly School Mass
– All Saints Day November 1– Holyday of Obligation (All Souls Day if November 1 on weekend)
CEF Financial Aid and Tuition Award Applications
Monthly Financial Report due November 20
Annual Leadership Conference
Recruitment continues
(Open House)

DECEMBER

Advent Penance Service and Confessions
Monthly School Mass
– Immaculate Conception December 8– Holyday of Obligation
(Our Lady of Guadalupe December 12 if December 8 on weekend)
Monthly Financial Report due December 20
Recruitment continues
Curriculum Planning for Next Year
(Open House)
Final Exams



JANUARY

Monthly Financial Report due January 20
Distribute W-2's and IRS Form 1099 to School Employees and Contractors
Sales Tax Forms Filed With the Board of Equalization by January 31
Senior Parent Meeting regarding FAFSA
Principals' Winter Meeting
Recruitment continues
(Open House)
Annual School Enrollment Novena
Entrance Exam – 1st Saturday after Martin Luther King Holiday
Annual National Catholic Schools Week and Monthly School Mass

FEBRUARY

Admissions Committee work including student/parent interviews
Monthly School Mass on Ash Wednesday
Online Surveys
Principal Position Intent Form
Teacher Intent to Return Form
Begin Work on Preliminary School Budget for Next Year
Monthly Financial Report due February 20
W-2, W-3, and IRS Form 1099 Sent to Social Security Administration by February 28
Student Recipient for Christian Service Award due second Friday
Teacher Nominee for Christian Service Award due second Friday
Financial Aid and Tuition Award Applications
(Publish Academic Catalog)

MARCH

Lent Penance Service and Confessions (as close to Holy Week as possible)
Monthly School Mass
WCEA/WASC Volunteer Form submission
Monthly Financial Report due March 20
Annual Religious Education Congress
Admissions Committee Work
Financial Aid Committee
Acceptance Packet Prepared and Mailed
(Articulation Meeting with Feeder School Personnel)
Annual Christian Service Awards Mass
Work on Preliminary School Budget for Next Year
(Student Registration)

APRIL

Monthly School Mass
Principals' Spring Meeting



Preliminary School Budget due April 15
Monthly Financial Report April 20
Begin Planning School Calendar for Next Year
Annual NCEA Convention
Summer School Planning
(Student Registration)

MAY

Senior Parent Meeting
Monthly School Mass and Annual May Crowning Ceremony
Monthly Financial Report due May 20
Teacher Employment Agreements
May 15 Notice of Non-Renewal
School Calendar Work
Student/Parent Handbook Revision
Summer School Planning
WCEA Progress Report

JUNE

Senior Awards
Baccalaureate Mass
Grad Night
Graduation
Send Pre-paid fees to Archdiocese
Monthly Financial Report due June 20
Update/Finalize Student Records – grades, attendance, test data, rank in class, GPA
School Calendar Finalized
Student/Parent Handbook Finalized
Classified Staff Calendar Finalized
Faculty Handbook Revision
Summer School
Annual Catholic Identity and Faculty Faith Formation Report due June 30

