DIOCESE OF
ALLENTOWN
OFFICE OF EDUCATION

Principal Transition Checklist

Back to School	
Summer communication	Examine previous summer communications to families. Create your own and send out in early August
Back to school activities for students	What events and activities happen in August / September to welcome students and families back to school? Who is responsible?
New family orientation	What is the schedule? Who is responsible?
Kindergarten orientation	What is the schedule? Who is responsible?
PK orientation	What is the schedule? Who is responsible?
Back to school night (meet the teacher)	What is the schedule? Collect copies of teacher handouts and PPT presentations.
Faculty preparation day	What traditionally takes place on this day? What do you need to prepare? (see example topics)
Faculty retreat	Where is the faculty retreat? Who plans the retreat? What has traditionally been done for this event?
Class lists	Are class lists complete? Are they balanced? What is the process? Who is responsible? How do you address requests for teachers?
School policy handbook	Read and update school handbook Be familiar with school-wide discipline and academic policies
Opening day paperwork	Prepare forms to go home to families such as: ● Handbook policy agreement ● Medical forms

Faculty/Staff Responsibilities	
Arrival and departure times/Procedures	When must teachers report to work? What are the morning and afternoon duties?
Teacher committees	What committees are established? What committees need more members?
Lesson Planning/Unit Planning	What are the lesson / unit planning documents? Where can they be accessed? How are lesson plans submitted weekly?
Curriculum Coordinators	Who are the curriculum coordinators for each subject area? What are their roles?
Mass preparation	Who is responsible for preparing liturgies? What forms are used to communicate with the parish and pastor?
Sacramental preparation	How are students prepared for sacraments? What is the relationship with the parish(es)?
Teacher handbook	Read the teacher handbook and familiarize yourself with employment policies
Lunchroom/playground duties	Establish a schedule for lunchroom and playground supervision
Summer stationery and book orders	How are the materials distributed? Who is responsible?

Supervision	
Substitutes	What is the process for calling substitute teachers? What is the daily rate? Confirm the list of subs before the school year begins.
Teacher Observations/Evaluations	Examine the evaluation form and supporting documents Create a system for organizing notes and observations Understand the process for documenting and acting on teacher concerns
Teacher contracts	Contact the Office of Education for processes and procedures related to teacher hiring
Accreditation information/goals	If possible, ask the former administrator about the accreditation timeline. Examine the accreditation report and supporting documents
Technology	What technology and devices do the teachers have and use? What needs to be replaced or repaired? How is it deployed, managed, and collected?
Usernames/Passwords to all accounts	Collect usernames and passwords to: ● NPIS Act 90/195 textbook ordering system ● Middle States website account ● NCEA account ● SIS system ● Tuition system ● Grand and aid system ● All academic instructional licenses administrative access
Annual reviews of non-teaching/support staff	How are non-teaching staff evaluated?
New Teachers	Are all positions filled? What is the hiring process? What documentation is required? Assign mentor teachers Provide new teacher orientation Begin induction paperwork

Facilities	
Building and Grounds	
Cleaning/summer cleaning	What is the schedule for summer cleaning? Who is responsible for daily cleaning?
Repairs	What is the process for requesting repairs? Who is responsible? Were all requests from the teachers addressed?
Doors	Who is responsible for locking up the school for the night? Is there an alarm panel? Contact alarm company to add your name for access codes and communication Who has keys to the building? How are those keys tracked and distributed?
Asbestos	Use template for asbestos letter
Use of facilities	Use of facilities by other programs? How are programs and events scheduled? Who monitors the facility during these events?
Services and Contracts	
Food Service	What vendor runs the food program? Is it self-managed? How do students order and pay for lunch?
IT Support/Computer Security	Who is the IT support vendor? What are the terms of the agreement?
Maintenance Contracts	What contracts are in place for campus maintenance? Who reviews those contracts and bids out work?

Student Activities	
Extended Care	Who runs the program? How is it scheduled/staffed? How is payment collected
Summer camps/programs	What summer programs take place? Who runs the programs? How is payment collected?
CYO	Who is the athletic director? How does CYO interact with the school?
Student Council	Who is the teacher advisor? What is the activities schedule? What is the election process? When is the induction ceremony?
Morning announcements/afternoon announcements	What prayers are said in the morning / afternoon? What other traditions are carried out at this time?

Academic	
Class Schedules	Examine the master schedule Make limited changes in year one Consult with the assistant superintendent if you have concerns about the schedule Have each teacher submit the correct form by mid - September
Fall Conferences	How are parent - teacher conferences scheduled? Does the school provide a teacher lunch on this day?
Progress reports	Assign a due date for mid-trimester grades to be posted Review reports and identify struggling students Ensure reports are complete
Report card procedures	Review reports and identify struggling students Ensure reports are complete
Honors Algebra I	How do students qualify? Who is responsible for the program?
IOWA Testing	How / when are materials ordered? Who does the proctoring schedule for students with accommodations?
Names of students in learning support and/or Title I/Act 89 classes	Compile a list of students receiving services Compile a list of students with IEPs/504s/ICEC plans
Academic Tech Licenses	Compile a list of tech licenses Who manages and updates the licenses?
Tech devices	Who manages tech devices? Who deploys devices? Who repairs devices? What is the policy for student responsibility and care of devices?
Textbook ordering	Ask for an inventory list of books / materials Get quotes for books / materials that needed to be re-ordered Enter quotes on July 1

Safety	
Safe Environment paperwork	Who is responsible for coordinating employee clearances and following up on missing documentation and renewals? Explore safe environment lessons and documents for reporting USCCB report
Drop-off/Dismissal procedures	What is the process for carline? What is the process for bus drop off / pick-up
All-Hazards Plan	Is the safety plan up to date? Review and update incident command system with new employees How are students evacuated in the event of an emergency? On campus locations and off campus locations What is the transportation plan for off site locations? What is the process for releasing students?
Inclement weather procedures and phone numbers	How are parents notified of a school closure? What are the expectations for flex days?
Bloodborne Pathogen Training (Universal Precautions)	Who is responsible for training? How is that information tracked?
CPR training	DHS licensed programs require CPR certification Schedule certification for employees
Student early release	How are students released to approved adults? How do early dismissals work?

Office	
Professional development schedule	Review and plan
Faculty events calendar	Review, update, and distribute
Parent events calendar	Review, update, and distribute
Student Information System	Who is responsible for managing and updating?
Office / Classroom Mail	What is the inter-school mail system?
Phone Call / Emails	How is parent communication to the office managed and tracked?

Operational Vitality	
Stakeholders	
Communication	What did previous school to home communication look like? How often was it sent? What tools are used to communicate?
Home and School Association (PTA)	Who are the officers? What events and activities are they involved in?
Reports for Board	What reports need to be prepared for school board meetings?
Finances	
Tuition assistance	Who is responsible for allocating tuition assistance? What is the process for determining awards? How are awards communicated?
Grants in progress	Are any grants in process? What grants were already awarded to the school that need to be reported on? What grants does the school apply for annually?
Budget	Review the school budget Analyze salaries and how many take benefits Analyze instructional spending (other than salaries)
Advancement	
Admissions procedures	Who is responsible for giving tours? Who is responsible for tracking admissions paperwork? Consult with the Office of Education for acceptance criteria It is recommended not to take 8th graders unless they transfer from another Catholic school or recently moved into the area.
Admissions testing requirements	What program or test is used to assess students? If the student scores low on the assessment, consult the Office of Education for recommendations
Marketing Plan	Examine the marketing plan and discuss with advancement director Examin marketing budget
Fundraising Goals	Examine fundraising goals and events timeline

School Celebrations/Traditions	
Halloween	
All Saints Day	
Veteran's Day	
Thanksgiving	
Advent	
Christmas	
Christmas Staff party	
Lent	
Stations of the Cross	
Holy Week	
May Crowning	
Graduation/Kindergarten Graduation	
Closing Exercises	