

Principal To Do List

1. Invite Students to Summer School Using Enrollment Form (Duplex Copies Only)
2. Collect Student Enrollment Sheets (Due 04/21/2016)
3. Hire Summer School Staff
4. Arrange Student School Supply Pickup in Durant
5. Send Payroll Spreadsheet to Choctaw Nation (Due 5/10/16)
6. Send Confirmation Note to Parents with Information about Parent Night
7. Organize Students into Classes for Rosters
8. Room Assignments
9. Purchase Necessary Supplies (Classroom & Enrichment)
10. Decorate
11. Schedule/Host Student Worker Orientation
12. Schedule/Host Parent Night
13. Schedule Afternoon Enrichment Classes/Special Events
14. Get Ready for an Adventure!