

August



MS/HS Principals, Assistant/Associate Principals, & Deans Monthly Checklist: August

August

SAI Annual Conference- August 6 & 7, 2025 (Pre-conference: Tuesday, August 5, 2025):

[Link to Annual Conference](#)

DE Due Dates and Deadlines

- ☐ Establish walk-through/observation/evaluation schedule and put on your calendar
- ☐ Determine or review staff professional learning focus for professional learning days-- prepare to lead or co-lead!
- ☐ Note important dates:
 - ☐ Back to School Nights
 - ☐ Orientation/Open House
 - ☐ First day with new teachers
 - ☐ First day with all staff
- ☐ Finalize plans for the first faculty meeting and back-to-school trainings
- ☐ Establish fire and tornado drill schedule and ensure awareness of procedures.
- ☐ Review Emergency Plans and incorporate safety drills (e.g. active shooter, lockdown, and evacuate) ([School Safety Planning Resources](#))
- ☐ Prepare and disseminate back-to-school communications (students, staff, parents)
- ☐ Prepare school opening press release for media
- ☐ Publicize bus schedules and communicate pick-up/drop-off routes and expectations
- ☐ Check/test bell system
- ☐ Review volunteer policies/practices
- ☐ Organize for student groups (student council)
- ☐ Consider an orientation for substitutes
- ☐ Be sure you have an A & A Account and can access the Iowa Department of Education EdPortal so that you're ready as reports come due. This [link](#) to the [Iowa Portal](#) will assist you in setting up your account and requesting access to applications like CASA. ([CASA-specific access instructions](#)) Additional CASA Support on the DE Site available [here](#).

September



**MS/HS Principals,
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Monthly Checklist: September**

September

Attendance Awareness Month - Find resources [HERE](#)

DE Due Dates and Deadlines

- ☐ Make schedule and class adjustments as needed
- ☐ Monitor “at-risk” students’ beginning of year performance and identify interventions as needed
- ☐ Organize/support homecoming planning
- ☐ Establish emergency calling tree
- ☐ Consider keeping a Google doc to which you add daily details about the happenings in your building, then convert it to a newsletter or blog each week/month
- ☐ Make arrangements for your own evaluation-work through your supervisor
- ☐ Request each teacher to present you with their specific goals for the year and how they expect to accomplish those goals (ICDP)--consider adding box for names of peer reviewers to ICDP.
- ☐ Communicate expectations for peer review process.
- ☐ Review budget
- ☐ Take time to work on your leadership-life fit!!

October



**MS/HS Principals,
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Monthly Checklist: October**

October

October is National Principals Month!

October is National Bullying Prevention Month

Mental Health Awareness Week October 6-12, 2025

National School Lunch Week October 13-17, 2025

School Bus Safety Week Oct. 20-24, 2025

Safe Schools Week is Oct. 19-25, 2025

DE Due Dates and Deadlines

- ☐ Invite a legislator to visit!
- ☐ Maintain your evaluation schedule
- ☐ Schedule classified staff for performance review per your district's expectations
- ☐ Prepare for and communicate regarding parent-teacher conferences and any report card notices
- ☐ Communicate with stakeholders via a newsletter, blog, Twitter—branch out!!
- ☐ Update staff on necessary district communications
- ☐ Monthly faculty meeting -- learning opportunity!
- ☐ Prepare Iowa Assessment testing schedule fall window, if applicable
- ☐ Submit BEDS data
- ☐ Continue to review lesson plans, do walk-throughs, and monitor level of implementation of mandated programs and use of best practices
- ☐ Continue to monitor implementation of district, building, and individual professional development plans (Click [here](#) to access the Iowa Professional Development Model Resources)
- ☐ Analyze fall student achievement (6-week reports) and attendance data and put intervention plan in place for students who need them
- ☐ Homecoming planning/dance supervision and expectations -- communicate to parents
- ☐ Conduct emergency drills
- ☐ Work with counselors to plan for financial aid night
- ☐ REMOVE ITEMS FROM YOUR LIST THAT YOU'VE COMPLETED!

November



**MS/HS Principals,
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Monthly Checklist: November**

November

Election Day - November 4, 2025

American Education Week - November 17-21, 2025

DE Due Dates and Deadlines

- ☐ Maintain your evaluation schedule (including classified staff)
- ☐ Monthly faculty meeting -- learning opportunity!
- ☐ Communicate with stakeholders via a newsletter, blog, Twitter
- ☐ Update staff on necessary district communications
- ☐ Continue to review lesson plans, do walk-throughs, and monitor level of implementation of mandated programs and use of best practices
- ☐ Continue to monitor implementation of district, building, and individual professional development plans (Click [here](#) to access the Iowa Professional Development Technical Guide)
- ☐ Monitor RtI plans
- ☐ Review grades by teacher and department
- ☐ Review procedures for inclement weather
- ☐ Consider a student awards program if not already in place
- ☐ Conduct emergency drills
- ☐ REMOVE ITEMS FROM YOUR LIST THAT YOU'VE COMPLETED!

December



**MS/HS Principals,
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Monthly Checklist: November**

December

DE Due Dates and Deadlines

- ☐ Revise/update course catalog
- ☐ Set finals schedule
- ☐ Meet with head custodian to plan organize coverage of building during winter break.
Notify district office of emergency phone numbers if you are traveling out of town.
- ☐ Maintain your evaluation schedule (including classified staff)
- ☐ Monthly faculty meeting -- learning opportunity!
- ☐ Communicate with stakeholders via a newsletter, blog, Twitter
- ☐ Update staff on necessary district communications
- ☐ Continue to review lesson plans, do walk-throughs, and monitor level of implementation of mandated programs and use of best practices
- ☐ Continue to monitor implementation of district, building, and individual professional development plans (Click [here](#) to access the Iowa Professional Development Model Resources)
- ☐ Monitor MTSS process
- ☐ Complete year-end reports
- ☐ Begin planning orientation for incoming students (e.g. 7th grade/9th grade)
- ☐ Collaborate with superintendent to plan for board presentation
- ☐ Review fall coaching evaluations

January



**MS/HS Principals,
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Monthly Checklist: January**

January

January is National Mentoring Month!

DE Due Dates and Deadlines

- ☐ Begin student registration process
- ☐ Begin work on the master schedule
- ☐ Maintain your evaluation schedule (including classified staff)
- ☐ Monthly faculty meeting -- learning opportunity!
- ☐ Communicate with stakeholders via a newsletter, blog, Twitter
- ☐ Update staff on necessary district communications
- ☐ Continue to review lesson plans, do walk-throughs, and monitor level of implementation of mandated programs and use of best practices
- ☐ Continue to monitor implementation of district, building, and individual professional development plans (Click [here](#) to access the Iowa Professional Development Model Resources)
- ☐ Monitor students at various tiers (MTSS)
- ☐ If these are months for Iowa Assessments, prepare testing announcement, schedule and at-home preparation tips to be mailed/posted on web for parents. Communicate with teachers regarding acceptable preparation activities. Recall that although familiarizing students with the format of the assessment can be valuable, no correlations exists between the use of instructional time to “study” or “review” for standardized tests and increased test scores. In fact, time spent in review or preparation is time lost in learning the Core.
- ☐ Continue planning orientation for incoming students (e.g. 7th grade/9th grade)
- ☐ Collaborate with superintendent to plan for board presentation

February



**MS/HS Principals,
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Monthly Checklist: February**

February

National School Counseling Week, Feb. 1-5, 2026

Public Schools Week

DE Due Dates and Deadlines

- ☐ Continue work on the master schedule
- ☐ Finalize and prepare to present budget recommendations
- ☐ Complete all first/second year teacher evaluations and recommendations
- ☐ Plan for orientation process for incoming class new to your building
- ☐ Complete requisite emergency drills
- ☐ Plan for faculty meeting
- ☐ Oversee any special school events
- ☐ Complete accreditation activities as necessary
- ☐ Collect any summer curriculum development requests (if applicable)
- ☐ Work with department/learning teams to plan for student placements into programming/courses for next year
- ☐ Plan for any requested board presentations
- ☐ If these are months for Iowa Assessments, prepare testing announcement, schedule and at-home preparation tips to be mailed/posted on web for parents. Communicate with teachers regarding acceptable preparation activities. Recall that although familiarizing students with the format of the assessment can be valuable, no correlations exists between the use of instructional time to “study” or “review” for standardized tests and increased test scores. In fact, time spent in review or preparation is time lost in learning the Core.
- ☐ Establish the AP examination schedule (or work w/designated personnel)
- ☐ Begin planning for summer school offerings

March



**MS/HS Principals,
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Monthly Checklist: March**

March

Read Across America Day is March 2, 2026

National School Breakfast Week March 2-6, 2026

DE Due Dates and Deadlines

- ☐ Update/revise teacher check-out form
- ☐ Establish any awards committees
- ☐ Work with your district personnel to recruit the best teachers for any openings you may have.
- ☐ Prepare for reporting period and conferences.
- ☐ Reflect on your teachers' collaboration—how can your building continue to grow?
- ☐ Stay on schedule with observations and walk-throughs.
- ☐ Calibrate evaluation ratings with peers, if possible and applicable.
- ☐ Remind teachers of mid/end of term expectations, if applicable.
- ☐ Review your district-wide assessment schedule and ensure your building is on target. Review and district/building data and make programming/instructional adjustments as needed.
- ☐ Reflect on progress to date on annual school improvement goals and revise your building professional development plan in light of internal data as necessary.
- ☐ Reflect on your individual career development plan and note indicators of progress and success—share with your mentor!!
- ☐ Update staff on any necessary district communications.
- ☐ Continue to review lesson plans and monitor the implementation of district/building programs and professional development. (Click [here](#) to access the Iowa Professional Development Model Resources).
- ☐ Check off and celebrate your successes!

April



**MS/HS Principals,
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Monthly Checklist: April**

April

National School Library Month

National Assistant Principals Week: April 6-10 2026

Administrative Professionals Day is April 22, 2026

DE Due Dates and Deadlines

- ☐ Safety drills
- ☐ Continue to prepare to fill vacancies
- ☐ Finalize all summative evaluations
- ☐ Update staff regarding any district communications
- ☐ Finalize any end-of-course assessment schedules, AP testing schedules, or other district assessment schedules
- ☐ Plan for implementation of any summer school programming (credit recovery, intervention, remediation, enrichment)
- ☐ Begin to organize data to identify those students for whom you are planning programming
- ☐ Plan for transition of students who will be new to your building next fall—host an open house, an 8th (or 9th) grade orientation, etc.
- ☐ Plan for graduation activities and ceremony
- ☐ Be aware of students who are in danger of not graduating—work with counselors and parents to generate a plan for these students
- ☐ Monitor end-of-year expenditures—expend this year's money
- ☐ Review faculty and student handbooks—consider engaging leadership team in updating sections. Be aware of any board policy changes that will require revisions to your handbooks
- ☐ Prepare for final reporting (report cards)
- ☐ Plan for any year-end recognitions and celebrations (both students and staff)

May



**MS/HS Principals,
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Monthly Checklist: May**

May

Mental Health Awareness Month

National Teacher Appreciation Week May 4-8, 2026

Teacher Appreciation Day is Tuesday, May 5, 2026

National School Nurse Day is Wednesday, May 6, 2026

DE Due Dates and Deadlines

- ☐ Disseminate 360 degree principal feedback form, if utilized, or consider collecting feedback from staff, students, parents using another approach
- ☐ Finalize teacher and classified staff evaluations
- ☐ Establish and conduct staff check-out procedures
 - ☐ Be sure to include a review with each teacher of their Iowa Individual Career Development Plan
- ☐ Notify your supervisor of your summer vacation schedule
- ☐ Process purchase orders and requisitions
- ☐ Begin collecting data for year-end reporting
- ☐ Organize for textbook collection and inventory
- ☐ Finalize academic programming and planning for next year based upon year-end data
- ☐ Master Schedule
- ☐ Allocate next year's budget
- ☐ Plan for final reporting period
- ☐ Plan for summer building leadership team retreat
- ☐ Begin thinking about goals for next school year and consider professional learning targets
- ☐ Renew your SAI membership and register for [SAI Conference!](#)
- ☐ Celebrate and appreciate!!

June/July



MS/HS Principals, Assistant/Associate Principals, & Deans Monthly Checklist: June/July

June/July

DE Due Dates and Deadlines -- New leaders, set up your A & A Account and verify you can access the Iowa Department of Education EdPortal so that you're ready as reports come due. This [link](#) to the [Iowa Portal](#) will assist you in setting up your account and requesting access to applications like CASA.

- ☐ Reflect, Relax, Rejuvenate!!!
- ☐ Review the most recent Return to Learn Plans - adapt and adjust as needed
- ☐ Review your district's Teacher Leadership and Compensation Plan--become familiar with the teacher leader roles in your building and how those are coordinated.
- ☐ Inspect the school site: what needs to be cleaned, repaired, painted, replaced, or inspected.
- ☐ Meet with custodian to review outstanding work orders.
- ☐ Check on updates of Student-Parent Handbooks, Staff Handbooks, and Student Agendas and post according to district policies. Be sure to include dates of updates/creation.
- ☐ Identify remaining vacancies (current and potential) and develop an approach for handling interviewing and hiring face-to-face and virtually as needed.
- ☐ Send staff welcome back letter listing first week activities, introducing new staff members, giving any new information (end of July/first part of August).
- ☐ Communicate classroom assignments.
- ☐ Ensure upcoming year's events are recorded on Master Calendar and your personal calendar (i.e. sync/import relevant calendars):
 - ☐ Walk-throughs and observations (prioritize classroom visits!!!)
 - ☐ Holidays
 - ☐ Testing windows
 - ☐ Staff meetings (certificated and/or classified)
 - ☐ Evaluation timeline
 - ☐ Picture day
 - ☐ Professional learning days
 - ☐ PTA/PTO Meetings
 - ☐ Teacher Leadership team meetings
 - ☐ Administrative meetings
 - ☐ Staff appreciation days/weeks
 - ☐ Field trips
 - ☐ Back-to-school night/s
 - ☐ Parent-teacher conferences
 - ☐ Fire & Disaster drills

- ☐ Prepare and/or publish schedules:
 - ☐ Recess duty
 - ☐ Noon duty
 - ☐ Before & after school duty
 - ☐ Other duty
- ☐ Prepare sign-up sheets for committee (staff) volunteers (or use a Google Form or [Sign-up Genius](#)):)
- ☐ Prepare agenda for back-to-school staff meeting.
- ☐ Consider planning some welcome back activity for staff
- ☐ Help facilitate transition for new employees: eg. security code, passwords, keys, etc.
- ☐ Drop former employees from infrastructure systems
- ☐ Revise school map with new classrooms, grade level, and name changes