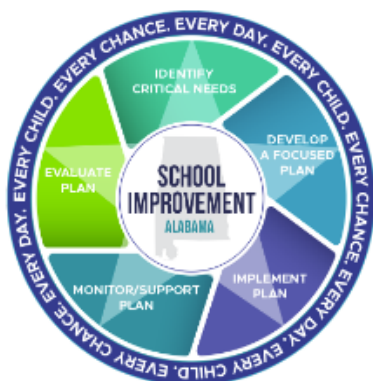


# OSI Curriculum Leader Calendar

### ***Month-by-month checklist for district curriculum leaders***



*\*This live document is not an exhaustive list of all monthly activities. However, high-leverage critical activities and deadlines were identified for planning and discussion. You may [Save an Editable Copy](#) and personalize the calendar to include LEA events and/or specific responsibilities based on your assignment. This document is not intended to serve as a job description for a curriculum director. Some responsibilities listed may be the responsibility of other positions in the district. If a responsibility listed does not fall under your area of responsibility, please feel free to edit your copy as needed.*

## June

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| <b>Quick Links</b> <ul style="list-style-type: none"> <li>• <a href="#">Office of Student Learning Website</a></li> <li>• <a href="#">Alabama High School Graduation Requirements</a></li> <li>• <a href="#">AL High School Graduation Requirements - Additional Guidance</a></li> <li>• <a href="#">Alabama Courses of Study</a></li> <li>• <a href="#">ALSDE Course Catalog</a></li> <li>• <a href="#">Alabama Achieves Strategic Plan</a></li> <li>• <a href="#">TEAMS Information</a></li> <li>• <a href="#">Alabama Numeracy Act</a> <a href="#">OMI website</a></li> <li>• <a href="#">Alabama Literacy Act</a></li> <li>• <a href="#">AASB Teacher Bill of Rights FAQ</a></li> <li>• <a href="#">Parents Right to Know Legislation</a></li> <li>• <a href="#">Workforce Pathways Diploma Option Legislation</a></li> <li>• <a href="#">Fentanyl Education Act</a></li> <li>• <a href="#">School Report Card/Nonpublic Transfer Students</a></li> <li>• <a href="#">School Readiness Act</a></li> </ul> | <b>Resources</b> <ul style="list-style-type: none"> <li>• <a href="#">OSI Principal Calendar</a></li> <li>• <a href="#">Administrator Beginning of Year Checklist</a></li> <li>• <a href="#">PST Guide</a></li> <li>• <a href="#">SIS (PowerSchool) Calendar</a></li> <li>• <a href="#">Summer School Promotions and Graduates</a></li> <li>• <a href="#">Alabama Summer Learning Guidance</a></li> <li>• <a href="#">Plain Language of Special Education</a></li> <li>• <a href="#">Approved Dual Enrollment Equivalency List</a></li> <li>• <a href="#">ALSDE Resources for Literacy Act</a></li> <li>• <a href="#">ALSDE OMI State Memo</a></li> <li>• <a href="#">PowerSchool - The Alabama Edition</a></li> </ul> | <b>Assessment</b> <ul style="list-style-type: none"> <li>• Progress monitoring for Summer Reading Camp (ongoing)</li> <li>• ACAP Alternate (for qualified special education students per their IEP)</li> <li>• ACAP Reading Supplemental Test (for those choosing the June administration date)</li> <li>• First Grade Readiness Assessment - (Students Entering First Grade with No Kindergarten Experience (public or private) or who may be retained)</li> <li>• <a href="#">Assessment Calendar</a></li> <li>• <a href="#">AP Exam Calendar</a></li> <li>• <a href="#">AP Coordinator Timeline</a></li> </ul> |
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### Curriculum Department Checklist

| <i>Review/Identify</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <i>Plan and Develop</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>Implement</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <ul style="list-style-type: none"> <li>• Review local school plans for student registration, schedule pick up, and open house.</li> <li>• Review hiring protocols and potential interview questions with administrators to ensure high-quality teachers are selected.</li> <li>• Review EOY student data.</li> <li>• Review survey data from the end of the year.</li> <li>• Review completion of TEAMS teachers' PD requirements</li> <li>• Identify possible grant needs</li> <li>• Review the distribution of new instructional materials to ensure they are present or scheduled for back-to-school delivery.</li> <li>• Review dual enrollment partner MOUs and</li> </ul> | <ul style="list-style-type: none"> <li>• Plan new teachers' orientation.</li> <li>• Prepare an annual assessment plan to include the schedule, training, location, and personnel.</li> <li>• Develop a schedule for pre-service professional learning and product training.</li> <li>• Plan for institute/convocation</li> <li>• Prepare an event calendar for the upcoming school year</li> <li>• Plan for the opening day of school.</li> <li>• Develop a method for sharing documents with parents in multiple languages.</li> </ul> | <ul style="list-style-type: none"> <li>• Reflect with key system leaders on what went well the previous year and where improvement is needed.</li> <li>• Ensure 3rd-grade students are notified if they do not meet the promotion requirements of the Alabama Literacy Act.</li> <li>• Ensure schools have access to the First Grade Readiness assessment</li> <li>• Visit summer learning sites.</li> <li>• Publish an annual meeting calendar (<i>administrators, data meetings, instructional coaches, etc.</i>).</li> <li>• Analyze ACAP Reading results for 2nd/3rd grade</li> </ul> |

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| update as needed. <ul style="list-style-type: none"> <li>Review renewal/purchase of instructional materials</li> <li>Review the <a href="#">Teacher Bill of Rights</a> (SB157)</li> <li><a href="#">Workforce Pathways Diploma Option Legislation</a></li> </ul> |  | <ul style="list-style-type: none"> <li>Submit summer school enrollment to ALSDE</li> <li>Monitor enrollment for class size reduction needs</li> <li>Meet with the district's leadership team to evaluate and <a href="#">close out the ACIP</a>.</li> <li>Update the website with important information.</li> <li>Submit potential <a href="#">ALSDE waivers</a> (includes requests for exceptions to TEAMS Act, LEA Calendar Year, Academic Content/Courses, Innovation/Flexibility, etc.)</li> <li>Complete grant requests (At-Risk, etc.)</li> <li>Attend curriculum conferences - CLAS, AETC, etc.</li> </ul> |
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## July

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| <b>Quick Links</b> <ul style="list-style-type: none"> <li><a href="#">Office of Student Learning Website</a></li> <li><a href="#">BOY ACIP Development Process</a></li> <li><a href="#">Alabama High School Graduation Requirements</a></li> <li><a href="#">AL High School Graduation Requirements - Additional Guidance</a></li> <li><a href="#">Alabama Courses of Study</a></li> <li><a href="#">ALSDE Course Catalog</a></li> <li><a href="#">Alabama Achieves Strategic Plan</a></li> <li><a href="#">TEAMS Information</a></li> <li><a href="#">22-23 LEA Annual Training Reference Guide</a></li> <li><a href="#">Parents Right to Know Legislation</a></li> <li><a href="#">Workforce Pathways Diploma Option Legislation</a></li> <li><a href="#">Fentanyl Education Act</a></li> <li><a href="#">School Report Card/Nonpublic Transfer Students</a></li> <li><a href="#">School Readiness Act</a></li> </ul> | <b>Resources</b> <ul style="list-style-type: none"> <li><a href="#">OSI Principal Calendar</a></li> <li><a href="#">Administrator Beginning of Year Checklist</a></li> <li><a href="#">PST Guide</a></li> <li><a href="#">SIS (PowerSchool) Calendar</a></li> <li><a href="#">Summer School Promotions and Graduates</a></li> <li><a href="#">Alabama Summer Learning Guidance</a></li> <li><a href="#">Plain Language of Special Education</a></li> <li><a href="#">Approved Dual Enrollment Equivalency List</a></li> <li><a href="#">PowerSchool - The Alabama Edition</a></li> </ul> | <b>Assessment</b> <ul style="list-style-type: none"> <li>ACAP Reading Supplemental Test (for those choosing the July administration date)</li> <li>Prepare for Fall reading/math benchmark</li> <li>First Grade Readiness Assessment - (Students Entering First Grade with No Kindergarten Experience (public or private) or who may be retained)</li> <li><a href="#">Assessment Calendar</a></li> <li><a href="#">AP Exam Calendar</a></li> <li><a href="#">AP Coordinator Timeline</a></li> </ul> |
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### Curriculum Department Checklist

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|------------------------|-------------------------|------------------|
| <b>Review/Identify</b> | <b>Plan and Develop</b> | <b>Implement</b> |
|------------------------|-------------------------|------------------|

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| <ul style="list-style-type: none"> <li>• Review areas of potential growth in Summer Learning Camps to be targeted in the upcoming school year.</li> <li>• Review itinerant teacher caseloads (ELL, Art/Music, Speech, Behavior, Vision/Hearing, etc.).</li> <li>• Review local school schedules in PowerSchool to ensure they have finalized their master schedule and that classes are balanced.</li> <li>• Review high school courses in the master schedule to ensure they use approved course codes.</li> <li>• Review the local school master schedule to ensure collaboration for staff and intervention time are included.</li> <li>• Review the previous year's <a href="#">ACIP</a>, revisit district expectations, and assess progress toward meeting goals.</li> <li>• Review the distribution of new instructional materials to ensure they are present or scheduled for back-to-school delivery.</li> <li>• Review AP Exam Scores and identify course offerings that need revamping and/or teachers that need support.</li> <li>• Review the AP Exam Calendar for potential conflicts with the LEA school calendar</li> <li>• Review process for posting curricula, responding to parent requests to review instructional materials, and complaint process (per <a href="#">Parents Right to Know Legislation</a>)</li> <li>• <a href="#">School Readiness Act</a></li> </ul> | <ul style="list-style-type: none"> <li>• Plan and prepare for administrator meetings to share updates on new legislation impacting instruction.</li> <li>• Develop a plan for school visits during the first week of school.</li> <li>• Develop the diagnostics and comprehensive budget for this year's ACIP with the district's leadership team.</li> <li>• Develop a plan for how the district will respond to schedule/teacher change requests.</li> <li>• Develop expectations for quarterly student recognition.</li> <li>• Develop a method for sharing documents with parents in multiple languages.</li> </ul> | <ul style="list-style-type: none"> <li>• Analyze ALL State Assessment Results.</li> <li>• Finalize District ACIP Goals</li> <li>• Ensure 3rd-grade students are notified if they do not meet the promotion requirements of the Alabama Literacy Act.</li> <li>• Celebrate Summer Learning Camp successes.</li> <li>• Ensure summer school grades are stored in students' historical records.</li> <li>• Ensure summer school promotions and graduates are accurately reflected in PowerSchool.</li> <li>• Ensure CCR indicators are accurately marked in PowerSchool.</li> <li>• Ensure CCR indicators and Graduates are accurately reflected in the AIM portal.</li> <li>• Provide training on instructional materials, assessments, and interventions.</li> <li>• Conduct orientation for teachers new to the district.</li> <li>• Distribute a schedule of pre-service professional learning, product training, and expectations for attendance.</li> <li>• Ensure teachers receive content area instructional standards, pacing guides, and textbooks.</li> <li>• Submit the <a href="#">AP &amp; IB Test Fee Reimbursement form</a></li> <li>• Compile a list of TEAMS teachers and schedule PD</li> <li>• Lead the <a href="#">envision stage</a> of the ACIP process in collaboration with multiple stakeholders. Review the district's mission and vision statements. Share achievement, attendance, discipline, and climate and culture data.</li> <li>• Attend curriculum conference - MEGA, SREB.</li> <li>• Meet with ALSDE supports (ARI, AMSTI, OMI, OSI, etc.) to establish district expectations for support.</li> </ul> |
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## August

### Quick Links

- [Office of Student Learning Website](#)
- [BOY ACIP Development Process](#)
- [Alabama High School Graduation Requirements](#)
- [AL High School Graduation Requirements - Additional Guidance](#)
- [Alabama Courses of Study](#)
- [ALSDE Course Catalog](#)
- [Alabama Achieves Strategic Plan](#)
- [TEAMS Information](#)
- 22-23 [LEA Annual Training Reference Guide](#)
- [Parents Right to Know Legislation](#)
- [Workforce Pathways Diploma Option Legislation](#)
- [Fentanyl Education Act](#)
- [School Report Card/Nonpublic Transfer Students](#)
- [School Readiness Act](#)

### Resources

- [OSI Principal Calendar](#)
- [Administrator Beginning of Year Checklist](#)
- [AIM Student Data User Guide](#)
- [AL Benchmark and Proficiency 2024-2025](#)
- [SIS \(PowerSchool\) Calendar](#)
- [Approved Dual Enrollment Equivalency List](#)
- [Alabama Summer Learning Guidance](#)
- [PowerSchool - The Alabama Edition](#)

### Assessment

- BOY Early Years Assessment
- Math Formative Benchmark Assessment
- BOY Early Numeracy Screener
- Additional deficiency screeners for students who do not meet BOY reading benchmarks
- WIDA screener for EL newcomers or new-to-school
- First Grade Readiness Assessment - (Students Entering First Grade with No Kindergarten Experience (public or private) or who may be retained)
- Administer Alabama Early Learning Inventory (AL ELI) formerly AlaKids
- [Assessment Calendar](#)
- [AP Exam Calendar](#)
- [AP Coordinator Timeline](#)

### Curriculum Department Checklist

#### Review/Identify

- Review schools' ATOT observation schedules.
- Identify informal observation expectations.
- Review local school master schedules in PowerSchool to ensure classes are balanced.
- Review any additional data to support ACIP's progress toward meeting the previous year's goals and to establish the current year's goals.
- Review staff listings and assign roles in (EdDir) [Education Directory Application Guide](#)
- Identify non-certified teachers and survey and/or visit to determine needed support.

#### Plan/Develop

- Develop a timeline for schools to communicate with parents about achievement for Summer Reading Camp students.
- Plan ATGP (Alabama's Teacher Growth Program) training for new administrators [ATGP Resources](#)
- Create weekly communication and meeting templates for school leaders.
- Plan or develop student advisement and goal-setting programs.
- Develop a Teacher Advisory Committee
- Plan for [Attendance Matters Month](#) in September
- Develop personal and professional goals based on data.
- Develop and commit to a goal of a specified number of walkthrough observations per week for

#### Implement

- Initiate Fall benchmark assessments.
- Share ACAP/ACT data analysis with school and district leadership
- Ensure teachers have access to and training on ACAP/ACT resources.
- Assist schools in estimating their report card accountability indicators
- Ensure implementation of systemic interventions for students who did not make adequate gains during summer learning camp.
- Communicate final exam schedule and expectations.
- Communicated graduation dates and schedule.

the month.

- Prepare for Fall Testing (testing schedule, accommodations needed, proctors and test administrators needed, identification of a secure location (double lock) for testing materials, etc.).

- Ensure SRIPs are developed for students with reading deficiencies and are being followed.
- Work with elementary administrators to ensure understanding of the required components of the Alabama Literacy Act. (i.e., SRIP, portfolios, parent notifications, etc.)
- Evaluate local school interventions for effectiveness (before/after school tutoring, additional intervention supports).
- Provide training on instructional materials, assessments, and interventions.
- Assist schools with the interpretation of student achievement and progress data.
- Attend PLC and PST/MTSS meetings.
- Potential monthly responsibilities - attend state curriculum meetings (e.g., Quarterly C&I, ARI/AMSTI, etc.), District Administrator meetings, and submission of grant proposals.

## September

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### Curriculum Department Checklist

| <i>Review/Identify</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <i>Plan and Develop</i>                                                                                                                                                                                                                                                                               | <i>Implement</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <ul style="list-style-type: none"> <li>• Identify textbook review committee.</li> <li>• Monitor the number of struggling students by school/subject based on BOY assessments and provide support as needed.</li> <li>• Review the use of ACAP/ACT resources.</li> <li>• Monitor the number of students with at-risk factors (low achievement, discipline, attendance) by school and provide support as needed.</li> <li>• Review/revise <a href="#">ACIP</a> as needed.</li> <li>• Identify any district monthly celebrations (e.g., Teacher/Admin of the month) and acknowledge the recipients.</li> <li>• Review beginning-of-year activities and make necessary adjustments for the following year.</li> </ul> | <ul style="list-style-type: none"> <li>• Prepare for Fall State Assessments.</li> <li>• Ensure the School Counseling Department has established an Advisory Council and scheduled meetings.</li> <li>• Develop end-of-quarter expectations and procedures (exams, grade submissions, etc.)</li> </ul> | <ul style="list-style-type: none"> <li>• Analyze BOY benchmark assessments.</li> <li>• Communicate expectations for sending letters with reading and math diagnostics results to “not on track” students’ parents following the timeline from the Alabama Literacy Act and Numeracy Act.</li> <li>• Communicate quarterly student recognitions. (academic/behavior/attendance) expectations.</li> <li>• Ensure schools are working toward completing their ACIP.</li> <li>• Ensure Dyslexia Screening and Alabama Early Learning Inventory (AL ELI) formerly AlaKids) are completed.</li> <li>• Meet with the Teacher Advisory Committee</li> <li>• Conduct walk-throughs/observations regularly</li> <li>• Monitor and provide support for PLC meetings, &amp; PST/MTSS meetings.</li> <li>• Submit Course of Study Committee nominations</li> <li>• Support - <a href="#">Why Apply Day</a></li> <li>• <a href="#">Attendance Matters Month</a></li> <li>• Potential monthly responsibilities - attend state curriculum meetings (ex., Quarterly C&amp;I,</li> </ul> |

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|  |  | ARI/AMSTI, etc.), District Administrator meetings, submission of grant proposals |
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## October

### Quick Links

- [Office of Student Learning Website](#)
- [Alabama High School Graduation Requirements](#)
- [AL High School Graduation Requirements - Additional Guidance](#)
- [Alabama Courses of Study](#)
- [ALSDE Course Catalog](#)
- [Alabama Achieves Strategic Plan](#)
- [TEAMS Information](#)

### Resources

- [OSI Principal Calendar](#)
- [SIS \(PowerSchool\) Calendar](#)
- [Plain Language of Special Education](#)
- [Approved Dual Enrollment Equivalency List](#)
- [PowerSchool - The Alabama Edition](#)

### Assessment

- Administer PreACT
- Administer WorkKeys
- [Assessment Calendar](#)
- [AP Exam Calendar](#)
- [AP Coordinator Timeline](#)

### Curriculum Department Checklist

#### *Review/Identify*

- Review the staffing impact of the 20-day count
- Review the use of ACAP/ACT resources.
- Based on BOY assessments, monitor the number of struggling students by school/subject.
- Monitor the number of students with at-risk factors (low achievement, discipline, attendance) by school.
- Review grade distributions from the first grading period (whole school and classroom level)
- Review guidance and deadlines regarding ACIP from Federal Programs personnel.

#### *Plan and Develop*

- Develop semester exam schedule (exemption procedures, check-in/check-out procedures, parent letters).
- Assist teachers in implementing Alabama Core Teaching Standards (ACTS).
- Complete and submit the required ACIP components (*including the [Coordination of Resources](#) document for schools receiving various funds*).

#### *Implement*

- Communicate the final version of the ACIP with all stakeholders.
- Submit final ACIP by Oct. 15
- Monitor & provide support for PLC, PST/MTSS meetings.
- Conduct walkthroughs/observations.
- Conduct data team meetings with district leadership to review benchmark results, grade reports, and other data and discuss progress toward goals.
- Communicate expectations for intervention models and progress monitoring
- Implement End-of-Quarter procedures (Mid-term exam activities if applicable)
- Communicate FAFSA completion expectations and provide a waiver.
- Communicate civics exam requirements, provide resources for administering, and provide waiver instructions for eligible students.
- Communicate financial literacy expectations.
- Potential monthly responsibilities - attend state curriculum meetings (ex., Quarterly C&I, ARI/AMSTI, etc.), District Administrator meetings, submission of grant proposals

## November

### Quick Links

- [Office of Student Learning Website](#)
- [Alabama High School Graduation Requirements](#)
- [AL High School Graduation Requirements - Additional Guidance](#)
- [Alabama Courses of Study](#)
- [ALSDE Course Catalog](#)
- [Alabama Achieves Strategic Plan](#)
- [TEAMS Information](#)

### Resources

- [OSI Principal Calendar](#)
- [SIS \(PowerSchool\) Calendar](#)
- [Plain Language of Special Education](#)
- [Approved Dual Enrollment Equivalency List](#)
- [PowerSchool - The Alabama Edition](#)

### Assessment

- Prepare for middle-of-year benchmarks
- [Assessment Calendar](#)
- [AP Exam Calendar](#)
- [AP Coordinator Timeline](#)

### Curriculum Department Checklist

#### *Review/Identify*

- Review the High School Course Catalog/Curriculum Guide/Procedures Manual to determine updates to current or proposed courses and procedures for the next school year.
- Review the use of ACAP/ACT resources.
- Based on BOY assessments, monitor the number of struggling students by school/subject.
- Monitor the number of students with at-risk factors (low achievement, discipline, attendance) by school.

#### *Plan and Develop*

- Plan Mid-Year/Benchmark testing
- Review professional learning needs and adjust plans for the second semester.
- Identify a leadership or cross-departmental leadership team for Summer Reading Camp planning.
- Determine Summer Reading Camp support needed (Funding, Parent notification, Staffing, Providing intervention services, Community support, 60+ hours, Resources).
- Plan for credit recovery opportunities offered in the second semester for students who fail courses with a course grade of 40 or higher.

#### *Implement*

- Share district policies regarding holiday activities and displays verbally and in writing.
- Encourage administrators and teachers to offer/implement standards recovery opportunities to eligible students before the end of the semester.
- Ensure eligible students are notified of credit recovery opportunities in the second semester.
- Communicate MOY instructional expectations (MOY exam schedule, exemption policies, test schedule, etc.)
- Communicate semester/final exam expectations
- Ensure effective operation of PLC and PST/MTSS meetings.
- Potential monthly responsibilities - attend state curriculum meetings (ex., Quarterly C&I, ARI/AMSTI, etc.), District Administrator meetings, submission of grant proposals

## December

### Quick Links

- [Office of Student Learning Website](#)
- [Mid-Year ACIP Review Process](#)
- [Alabama High School Graduation Requirements](#)
- [AL High School Graduation Requirements - Additional Guidance](#)
- [Alabama Courses of Study](#)
- [Alabama Achieves Strategic Plan](#)
- [TEAMS Information](#)

### Resources

- [OSI Principal Calendar](#)
- [SIS \(PowerSchool\) Calendar](#)
- [PowerSchool - The Alabama Edition](#)
- [Approved Dual Enrollment Equivalency List](#)

### Assessment

- Administer middle-of-year benchmarks
- MOY Early Years Assessment
- MOY Math Formative Benchmark Assessment
- [Assessment Calendar](#)
- [AP Exam Calendar](#)
- [AP Coordinator Timeline](#)

### Curriculum Department Checklist

#### *Review/Identify*

- Monitor the number of struggling students by school/subject based on BOY assessments
- Monitor the number of students with at-risk factors (low achievement, discipline, attendance) by school.
- Review budgetary needs for the second semester.
- Review the [ALSDE Course Catalog](#) for new and retired courses for the next school year using the begin year/end year column filters (SY 2024-2025 = 2025)
- Review State Report Card Data All Groups and Subgroups for all indicator areas.

#### *Plan and Develop*

- Plan for ACIP MOY Review

#### *Implement*

- Conduct Mid-Year/Benchmark testing (*if applicable*) and make instructional adjustments as needed.
- Ensure secondary school schedules have been communicated for the second semester.
- Communicate expectations for quarterly student recognition
- Communicate civics exam requirements, provide resources for administering, and provide waiver instructions for eligible students
- Communicate professional learning opportunities for the second semester
- Potential monthly responsibilities - attend state curriculum meetings (e.g., Quarterly C&I, ARI/AMSTI, etc.), District Administrator meetings, submission of grant proposals
- Attend curriculum conference - Learning Forward

## January

### Quick Links

- [Office of Student Learning Website](#)
- [Mid-Year ACIP Review Process](#)
- [Alabama High School Graduation Requirements](#)
- [AL High School Graduation Requirements - Additional Guidance](#)
- [Alabama Courses of Study](#)
- [Alabama Achieves Strategic Plan](#)
- [TEAMS Information](#)

### Resources

- [OSI Principal Calendar](#)
- [SIS \(PowerSchool\) Calendar](#)
- [Alabama Summer Learning Guidance](#)
- [Approved Math/Science/Health Equivalency CTE Courses](#)
- [Approved Dual Enrollment Equivalency List](#)
- [PowerSchool - The Alabama Edition](#)

### Assessment

- Administer middle-of-year benchmark assessments
- MOY Early Years Assessment
- MOY Math Formative Benchmark Assessment
- MOY Early Numeracy Screener
- ACCESS for ELs (Online) and Alternate
- ACCESS for ELs
- Additional deficiency screeners for students who did not meet Mid-Year Reading benchmarks and have not already been screened for specific deficiencies
- [Assessment Calendar](#)
- [AP Exam Calendar](#)
- [AP Coordinator Timeline](#)

## Curriculum Department Checklist

### Review/Identify

- Review the use of ACAP/ACT resources.
- Based on MOY assessments, monitor the number of struggling students by school/subject.
- Monitor the number of students with at-risk factors (low achievement, discipline, attendance) by school.
- Review the system's strategic plan to review progress toward meeting its goals.
- Review the [ALSDE Course Catalog](#) for new and retired courses for the next school year using the begin year/end year column filters (SY 2024-2025 = 2025)
- Review Summer Reading/Math Camp support needed (Funding, Parent notification, Staffing,

### Plan and Develop

- Develop communication protocols to maximize the impact of Summer Reading Camp opportunities.
- Develop training needed for hiring Summer Reading Camp personnel based on the needs of students targeted for support.
- Develop a [mid-year ACIP report](#) to review goals set for the year (use appropriate data to support your findings). Communicate progress to all stakeholders.
- Develop a plan for secondary summer school opportunities (student cost, salaries, teachers needed, courses to be offered, delivery format, etc.)
- Begin planning and developing the schedule for student advisement and building the master schedule for next school year. See [SIS](#)

### Implement

- Analyze MOY assessment results.
- Meet with local school personnel to develop master schedules for each grade configuration.
- Ensure new courses are made available, and retired courses are set to inactive in PowerSchool for the next school year.
- Begin MOY benchmark assessments (for those who do not conduct them in December).
- Communicate strategies and resources for the parent or legal guardian to use at home to help the student succeed in reading with consideration of home language.
- Conduct classroom walk-throughs.
- Finalize the High School Course Catalog, Curriculum Guide/Procedures Manual, and High

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| <p>Providing intervention services, Community support, 60+ hours, Resources).</p> <ul style="list-style-type: none"> <li>• Identify summer school course offerings.</li> <li>• Identify potential NBCT candidates and encourage them to apply for scholarships</li> <li>• Identify professional learning opportunities for teachers working on their NBCT (Check with your local Regional Inservice Centers).</li> </ul> | <p><a href="#">(PowerSchool) Calendar.</a></p> | <p>School Student Academic Guide for Board approval if applicable (provide electronic copies to students if applicable when approved).</p> <ul style="list-style-type: none"> <li>• Submit entries for the State Superintendent Visual Arts Exhibit.</li> <li>• Submit the Alabama Teacher of the Year application</li> <li>• Potential monthly responsibilities - attend state curriculum meetings (ex., Quarterly C&amp;I, ARI/AMSTI, etc.), District Administrator meetings, submission of grant proposals</li> <li>• Attend curriculum conference - AASCD</li> <li>• Submit MEGA session proposals</li> </ul> |
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## February

### Quick Links

- [Office of Student Learning Website](#)
- [Alabama High School Graduation Requirements](#)
- [AL High School Graduation Requirements - Additional Guidance](#)
- [Alabama Courses of Study](#)
- [Alabama Achieves Strategic Plan](#)
- [TEAMS Information](#)

### Resources

- [OSI Principal Calendar](#)
- [SIS \(PowerSchool\) Calendar](#)
- [Alabama Summer Learning Guidance](#)
- [Approved Math/Science/Health Equivalency CTE Courses](#)
- [Approved Dual Enrollment Equivalency List](#)
- [PowerSchool - The Alabama Edition](#)

### Assessment

- [Assessment Calendar](#)
- [AP Exam Calendar](#)
- [AP Coordinator Timeline](#)

### Curriculum Department Checklist

#### Review/Identify

- Review high school pre-testing procedures for ACT, ACT WorkKeys retest, and ACAP Alternate.
- Review ACAP Summative/Alternate pre-testing procedures for ACAP Summative/Alternate grades 2-8.
- Review the use of ACAP/ACT resources.
- Based on MOY assessments, monitor the number of struggling students by school/subject.
- Monitor the number of students with at-risk factors (low achievement, discipline, attendance) by school.
- Review the [ALSDE Course Catalog](#) for new and retired courses for the next school year using the begin year/end year column filters (SY 2024-2025 = 2025)

#### Plan and Develop

- Prepare for Spring Testing (testing schedule, accommodations needed, proctors and test administrators needed, identification of a secure location (double lock) for testing materials, etc.).
- Plan the selection process for Summer School and Summer Learning teachers. Post positions available (teachers, nurses, SPED, etc.).

#### Implement

- Finalize the training schedule for the upcoming year (new assessment, new curriculum, new initiatives, training for those new to the district, etc.).
- Ensure new courses are available and retired courses are set to inactive in PowerSchool for the next school year.
- Ensure possible student retention notices are sent home based on first-semester failures.
- Revise pacing guides to ensure all standards are taught before state assessments.
- Communicate spring standardized testing expectations.
- Ensure that student course requests are completed in PowerSchool. See [SIS \(PowerSchool\) Calendar](#)
- Monitor PLC and PST/MTSS meetings.
- Reserve Room for Mega (if attending)
- Potential monthly responsibilities - attend state curriculum meetings (ex., Quarterly C&I, ARI/AMSTI, etc.), District Administrator meetings, submission of grant proposals

## March

### Quick Links

- [Office of Student Learning Website](#)
- [Alabama High School Graduation Requirements](#)
- [AL High School Graduation Requirements - Additional Guidance](#)
- [Alabama Courses of Study](#)
- [Alabama Achieves Strategic Plan](#)
- [TEAMS Information](#)

### Resources

- [OSI Principal Calendar](#)
- [SIS \(PowerSchool\) Calendar](#)
- [AP Coordinator Timeline Approved Math/Science/Health Equivalency CTE Courses](#)
- [Approved Dual Enrollment Equivalency List](#)
- [PowerSchool - The Alabama Edition](#)

### Assessment

- ACAP Alternative (for qualified special education students per their IEP)
- ACAP Summative Test (All Grade 2 and Grade 3 students on the ACAP Summative English Language Arts assessment during the first four weeks of the testing window. )
- ACT w/writing
- [Assessment Calendar](#)
- [AP Exam Calendar](#)
- [AP Coordinator Timeline](#)

### Curriculum Department Checklist

#### Review/Identify

- Monitor the number of struggling students by school/subject based on MOY assessments
- Monitor the number of students with at-risk factors (low achievement, discipline, attendance) by school.
- Review staffing allocations based on Fall 2024 ADM with local school administrators.
- Review renewal/purchase of instructional materials that must be ordered based on projected staffing allocations.
- Review instructional components of the Student Code of Conduct and make necessary changes.
- Review the [ALSDE Course Catalog](#) for new and retired courses for the next school year using the begin year/end year column filters (SY 2023-2024 = 2024)

#### Plan and Develop

- Prepare for end-of-year student recognition programs.

#### Implement

- Conduct Cognia surveys
- Communicate civics exam requirements, provide resources for administering and provide waiver instructions for eligible students.
- Monitor the work in PowerScheduler to ensure master schedules are prepared before the end-of-year rollover.
- Order materials based on the needs of students targeted for support for Summer Reading Camp.
- Begin building the Summer School master schedule in PowerSchool.
- Ensure that Summer School course materials are ready for teachers (if planned and provided by the district).
- Begin the selection process for Summer School and Summer Learning teachers.
- Review the 3rd-grade cursive writing rubric (Lexi's Law).
- Conduct data team meetings with district leadership to review benchmark results, grade reports, and other data and discuss progress toward goals.
- Communicate expectations for intervention models and progress monitoring.

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|  |  | <ul style="list-style-type: none"><li>• Ensure effective operation of PLC and PST/MTSS meetings.</li><li>• Implement End-of-Quarter procedures (Mid-term exam activities if applicable)</li><li>• Communicate year-end exam/AP exam schedule.</li><li>• Ensure new courses are available and retired courses are set to be inactive in PowerSchool for the next school year.</li><li>• Potential monthly responsibilities - attend state curriculum meetings (ex., Quarterly C&amp;I, ARI/AMSTI, etc.), District Administrator meetings, submission of grant proposals</li></ul> |
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## April

### Quick Links

- [Office of Student Learning Website](#)
- [Alabama High School Graduation Requirements](#)
- [AL High School Graduation Requirements - Additional Guidance](#)
- [Alabama Courses of Study](#)
- [ALSDE Course Catalog](#)
- [Alabama Achieves Strategic Plan](#)
- [TEAMS Information](#)

### Resources

- [OSI Principal Calendar](#)
- [SIS \(PowerSchool\) Calendar](#)
- [Approved Math/Science/Health Equivalency CTE Courses](#)
- [Approved Dual Enrollment Equivalency List](#)
- ACAP Supplemental Testing Windows
- [Assessment Score Release Dates, and Data Review Timeline - Memo](#)
- [PowerSchool - The Alabama Edition](#)

### Assessment

- EOY testing window for Grades K-3 BOY
- EOY Early Years Assessment
- EOY Math Formative Benchmark Assessment
- ACAP Alternative (for qualified special education students per their IEP)
- ACAP Summative Test
- ACT w/writing - Makeup
- [Assessment Calendar](#)
- [AP Exam Calendar](#)
- [AP Coordinator Timeline](#)

### Curriculum Department Checklist

#### Review/Identify

- Monitor the number of struggling students by school/subject based on MOY assessments
- Monitor the number of students with at-risk factors (low achievement, discipline, attendance) by school.
- Review hiring protocols and potential interview questions with administrators to ensure high-quality teachers are selected.

#### Plan and Develop

- Start budget planning for the upcoming school year.
- Plan feeder pattern transition activities

#### Implement

- Participate in staffing meetings for each school
- Order instructional materials based on changes to school staffing.
- Communicate expectations for intervention models and progress monitoring.
- Continue monitoring the work in Powerscheduler to ensure master schedules are prepared before the end-of-year rollover.
- Ensure effective operation of PLC and PST/MTSS meetings.
- Encourage administrators and teachers to offer/implement standards recovery opportunities to eligible students before the end of the school year.
- Finalize hiring Summer Reading Camp teachers trained in Science of Reading (SOR).
- Finalize hiring Summer Math Camp teachers.
- Finalize hiring Summer School /Summer Learning staff.
- Ensure parent notifications for students in danger of retention or not graduating.
- Communicate exam schedule and expectations.

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|  |  | <ul style="list-style-type: none"><li>• Potential monthly responsibilities - attend state curriculum meetings (e.g., Quarterly C&amp;I, ARI/AMSTI, etc.), District Administrator meetings, and submission of grant proposals</li></ul> |
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## May

### Quick Links

- [Office of Student Learning Website](#)
- [Alabama High School Graduation Requirements](#)
- [AL High School Graduation Requirements - Additional Guidance](#)
- [Alabama Courses of Study](#)
- [ALSDE Course Catalog](#)
- [Alabama Achieves Strategic Plan](#)
- [TEAMS Information](#)
- [Plain Language of Special Education](#)

### Resources

- [OSI Principal Calendar](#)
- [SIS \(PowerSchool\) Calendar](#)
- [Approved Math/Science/Health Equivalency CTE Courses](#)
- [Approved Dual Enrollment Equivalency List](#)
- ACAP Supplemental Testing Windows
- [Assessment Score Release Dates, and Data Review Timeline](#)
- [End-of-Year Process and Key Dates](#)
- [PowerSchool - The Alabama Edition](#)

### Assessment

- Use an end-of-year screener for the Summer Reading Camp Baseline Data.
- Math and Reading
- Assessment Selection Form deadline to submit Identify test proctors and administrators for Supplemental Reading Assessment and testing location
- Administer AP Exams
- [Assessment Calendar](#)
- [AP Exam Calendar](#)
- [AP Coordinator Timeline](#)

### Curriculum Department Checklist

#### Review/Identify

- Identify a list of teachers who have completed all LETRS requirements.
- Review the distribution of new instructional materials to ensure they are present or scheduled for back-to-school delivery.
- Monitor the number of struggling students by school/subject based on EOY assessments.
- Monitor the number of students with at-risk factors (low achievement, discipline, attendance) by school.
- Monitor the review of senior transcripts
- Identify textbook needs
- Monitor the transition of cumulative folders to the feeder pattern school in a timely fashion.
- Monitor completion of ATGP observations.
- Monitor Counselors' review of GPA Credit, Grad Credit, Advanced Credit, Course Weighting, and Course Type in the Master Schedule.
- Review hiring protocols and potential interview questions with administrators to ensure high-quality teachers are selected.

#### Plan and Develop

- Organize summer learning camp daily schedules/calendars based on personnel/resources.

#### Implement

- Ensure all students are identified accurately for summer learning.
- Ensure that students are marked in PowerSchool for Summer School.
- Communicate civics exam requirements, provide resources for administering, and provide waiver instructions for eligible students.
- Ensure eligible students are notified of course and credit recovery opportunities available during summer school.
- Ensure 3rd-grade students who were not proficient on the ACAP Reading test are invited to take the ACAP Supplemental Reading Test during the appropriate state testing window.
- Facilitate spring data meetings/analyze data, and determine the effectiveness of instruction/interventions.
- Provide staff training specific to all Summer Learning Programs, including Summer School.
- Enroll students in summer school classes in PowerSchool.
- Submit district Credit Recovery Plan to ALSDE
- Submit the Summer School Registration form to

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| <ul style="list-style-type: none"> <li>• Review student assessment data in AIM for accuracy and report errors per ALSDE protocol.</li> <li>• Review the End-of-Year ALSDE Memo to ensure deadlines are met accordingly.</li> <li>• Review dual enrollment partner MOUs and update as needed.</li> </ul> |  | <p>ALSDE</p> <ul style="list-style-type: none"> <li>• Submit potential <a href="#">ALSDE waivers</a></li> <li>• Communicate the process for sending report cards and copies of summer school applications for students who failed at least one course.</li> <li>• Ensure College and Career Readiness indicators have been entered.</li> <li>• Ensure that master schedules are complete and ready for end-of-year rollover.</li> </ul> |
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**ES = Elementary   MS=Middle School   HS=High School**