

# September 2008 Forms/Reports Due

√	DATE DUE	FORM TITLE	CONTACT PERSON	FORM NUMBER
	Due MONTHLY	Monthly Site Report – Send Electronically	Email Sherry Webster swebster@lpsd.com	
	Daily	Pink Receiving/Packing Slips	Sherry Tibbetts	
	September 2	Monthly Attendance (August)	Staci LaPlante	
	Upon Enrollment	New Enrollment Forms for Each Student - FAX	Staci LaPlante	D-5a
	September 3	Classified Timesheets/Leave Slips/Absentee Report	Joyce Alto	A-2 – A-3
	September 5	Two Week Site Reports	Sherry Webster	D-2
	September 5	Fuel Inventory/Generator Logs	Ron Mistler	B-3
	September 5	Length of School Day	Ty Mase	D-7
	September 5	Master Schedule Outline/School Day	Ty Mase	
	September 10	DIBELS scores must be posted on the website		
	September 26	Master Athlete Eligibility List – Volleyball	Ed Lester (KOK)	D-1
	September 11	ASIC Fire Prevention/Safety Report (quarterly)	Ron Mistler	B-4
	September 19	Two Week Site Reports	Sherry Webster	D-2
	September 27	Distribution & Review of Teacher Evaluation System	Reta Doland	
	On Receipt	Free & Reduced Lunch Applications	Sherry Tibbetts	
	Monthly	Local School Advisory Committee Meeting Minutes – Send Electronically	Email Sherry Webster swebster@lpsd.com	E-7
	End of Month	Record of Fire Drills – Copy	Ron Mistler	B-1
	Monthly	Daily Production Records - <i>Each day should be signed by the cook.</i>	Tammi Peterson	F-4
	Weekly	Early Release Agenda/Notes – Send Electronically	Reta Doland	D-9

# October 2008 Forms/Reports Due

√	DATE DUE	FORM TITLE	CONTACT PERSON	FORM NUMBER
	Due MONTHLY	Monthly Site Report – Send Electronically	Email Sherry Webster swebster@lpsd.com	
	3 <sup>rd</sup> Friday of the Month	School Site Newsletter	Superintendent	
	On Receipt	Free & Reduced Lunch Applications - FAX	Sherry Tibbetts	
	October 1	Sensitive Item Inventory & Asset Tags (will send out September 10 <sup>th</sup> )	Laura Hylton	
	October 1	Monthly Attendance	Staci LaPlante	
	October 3	Classified Timesheets/Leave Slips/Absentee Report	Joyce Alto	A-2 – A-3
	October 3	“District Pen” Submissions	Staci LaPlante	
	October 3	Two Week Site Reports	Sherry Webster	D-2
	October 5	Monthly Lunch Reports w/Daily Meal Log <i>Combine August &amp; September</i>	Sherry Tibbetts	F-1
	October 6-10	SRI Assessment for all students except super seniors		
	October 14-16	High School Graduation Qualifying Exam (HSGQE)	Theresa Owens	
	October 17	Kindergarten Developmental Profiles	Staci LaPlante	
	October 17	Two Week Site Reports	Sherry Webster	D-2
	October 17	School Lunch Program - Food Inventory	Tammi Peterson	F-3
	October 22-24	District Wide In-Service in King Salmon	Ty Mase	
	October 26	Student Attendance Report through October 26 <sup>th</sup> <i>(This is for October Student Count)</i>	Laura Hylton	
	October 31	Migrant Education Certificates of Eligibility (COE’S) SIGNED AND RETURNED	Staci LaPlante	
	October 31	Two Week Site Reports	Sherry Webster	D-2
	Last Week of October	Parent Teachers Conferences	Ty Mase	
	Monthly	Local School Advisory Committee Meeting Minutes – Send Electronically	Email Sherry Webster swebster@lpsd.com	E-7
	Monthly	Daily Production Records - <i>Each day should be signed by the cook.</i>	Tammi Peterson	F-4
	End of Month	Copies: Fire Drill Record; Fuel Readings; Generator Logs	Ron Mistler	
	Weekly	Early Release Agenda/Notes – Send Electronically	Reta Doland	D-9

# November 2008 Forms/Reports Due

√	DATE DUE	FORM TITLE	CONTACT PERSON	FORM NUMBER
	1 <sup>st</sup> & 2 <sup>nd</sup> Weeks <i>Weather Permitting</i>	Site School Photographs	Sherry Webster	
	Due MONTHLY	Monthly Site Report – Send Electronically	Email Sherry Webster swebster@lpsd.com	
	3 <sup>rd</sup> Friday of the Month	School Site Newsletter	Superintendent	
	On Receipt	Free & Reduced Lunch Applications	Sherry Tibbetts	
	November 1	Monthly Attendance	Staci LaPlante	
	November 3	Classified Timesheets/Leave Slips/Absentee Report	Joyce Alto	A-2 – A-3
	November 3	Monthly Lunch Reports w/Daily Meal Log	Sherry Tibbetts	F-1
	November 3	Indian Education Certification List	Reta Doland	
	November 5	Daily Generator Report	Ron Mistler	B-8
	November 5	Signed OASIS Certifications	Laura Hylton	
	November 7	Deadline for First Formal Observation of Non-Tenured & Tenured Teachers	Reta Doland	
	November 14	Two Week Site Reports	Sherry Webster	D-2
	November 15	Impact Aid (PL-874) Maps (sent by the District Office)	Laura Hylton	
	November 28	Two Week Site Reports	Sherry Webster	D-2
	Monthly	Local School Advisory Committee Meeting Minutes – Send Electronically	Email Sherry Webster swebster@lpsd.com	E-7
	Monthly	Daily Production Records - <i>Each day should be signed by the cook.</i>	Tammi Peterson	F-4
	End of Month	Copies: Fire Drill Record; Fuel Readings; Generator Logs	Ron Mistler	B-1
	Weekly	Early Release Agenda/Notes – Send Electronically	Reta Doland	D-9

# December 2008 Forms/Reports Due

√	DATE DUE	FORM TITLE	CONTACT PERSON	FORM NUMBER
	Due MONTHLY	Monthly Site Report – Send Electronically	Email Sherry Webster swebster@lpsd.com	
	3 <sup>RD</sup> Friday of the Month	School Site Newsletter	Superintendent	
	On Receipt	Free & Reduced Lunch Application	Sherry Tibbetts	
	December 3	Monthly Attendance	Staci LaPlante	
	December 5	Deadline for Second Formal Observation of Non-Tenured & Tenured Teachers	Reta Doland	
	December 3	Classified Timesheets/Leave Slips/Absentee Report	Joyce Alto	A-2 – A-3
	December 3	Monthly Lunch Reports w/Daily Meal Log	Sherry Tibbetts	F-1
	December 5	PE Supplies and Equipment Orders	Tammi Peterson	E-6
	December 10	Impact Aide Signed Certification Forms	Laura Hylton	
	December 11	Master Eligibility List – Basketball – ASAA Teams	Ed Lester - KOK	D-1
	December 12	Deadline for Final Formal Evaluation of Non-Tenured & Tenured Teachers	Reta Doland	
	December 12	Two Week Site Reports	Sherry Webster	D-2
	December 12	Instruction General Supplies	Tammi Peterson	Form Provided by Purchasing
	December 17	DIBELS scores must be posted on the website		
	December 19	Food Service Inventory	Tammi Peterson	F-3
	Final Day Before Break	Two Week Site Reports	Sherry Webster	D-2
	Final Day Before Break	Impact Aide Signed Subsistence Forms	Laura Hylton	
	Final Day Before Break	Monthly Attendance Report	Staci LaPlante	
	Final Day Before Break	Monthly Lunch Reports w/Daily Meal Log	Sherry Tibbetts	F-1
	Final Day Before Break	Classified Timesheets/Leave Slips/Absentee Report	Joyce Alto	A-2 – A-3
	Monthly	Local School Advisory Committee Meeting Minutes – Send Electronically	Email Sherry Webster swebster@lpsd.com	E-7
	Monthly	Daily Production Records - <i>Each day should be signed by the cook.</i>	Tammi Peterson	F-4
	End of Month	Copies: Fire Drill Record; Fuel Readings; Generator Logs	Ron Mistler	B-1
	Weekly	Early Release Agenda/Notes – Send Electronically	Reta Doland	D-9

# January 2009 Forms/Reports Due

√	DATE DUE	FORM TITLE	CONTACT PERSON	FORM NUMBER
	Due in December before Christmas Break	Monthly Attendance, Monthly Lunch Reports w/daily log, Classified Timesheets/Leave Slips/Absentee Report	See December	
	Due MONTHLY	Monthly Site Report – Send Electronically	Email Sherry Webster swebster@lpsd.com	
	3 <sup>RD</sup> Friday of the Month	School Site Newsletter	Superintendent	
	On Receipt	Free & Reduced Lunch Application	Sherry Tibbetts	
	January 7	Daily Generator(s) Report	Maintenance Director	B-8
	January 11	Master Eligibility List – Basketball – Mix Teams	Ed Lester - KOK	D-1
	January 23	Two Week Site Reports	Sherry Webster	D-2
	January 23	Maintenance/Janitorial Supplies	Tammi Peterson	Form Provided by Purchasing
	January 26-30	SRI Assessment		
	January 27-30	Battle of the Books	Natalie McBrayer	
	Last Week of January	Parent Teacher Conferences	Ty Mase	
	Monthly	Local School Advisory Committee Meeting Minutes – Send Electronically	Email Sherry Webster swebster@lpsd.com	E-7
	Monthly	Daily Production Records - <i>Each day should be signed by the cook.</i>	Tammi Peterson	F-4
	End of Month	Copies: Fire Drill Record; Fuel Readings; Generator Logs	Maintenance Director	B-1
	Weekly	Early Release Agenda/Notes – Send Electronically	Reta Doland	D-9

# February 2009 Forms/Reports Due

√	DATE DUE	FORM TITLE	CONTACT PERSON	FORM NUMBER
	Due MONTHLY	Monthly Site Report – Send Electronically	Email Sherry Webster swebster@lpsd.com	
	3 <sup>RD</sup> Friday of the Month	School Site Newsletter	Superintendent	
	On Receipt	Free & Reduced Lunch Application	Sherry Tibbetts	
	February 1	Monthly Attendance	Staci LaPlante	
	February 1	Summer Maintenance needs request	Maintenance Director	B-2
	February 3	Monthly Lunch Reports w/Daily Meal Log	Sherry Tibbetts	F-1
	February 3	Classified Timesheets/Leave Slips/Absentee Report	Joyce Alto	A-2 – A-3
	February 6	Deadline for Plan of Improvement with Tenured Teachers	Reta Doland	
	February 6	Two Week Site Reports	Sherry Webster	D-2
	February 6	Order High School Graduation Gowns and Supplies	Tammi Peterson	
	February 6	Textbook Order	Tammi Peterson	Form Provided by Purchasing
	February 8	Nomination of Juniors for Rural Alaska Honors Institute	Guidance Counselors	
	February 13	“District Pen” Submissions	Staci LaPlante	
	February 20	Two Week Site Reports	Sherry Webster	D-2
	February 20	Technology Supplies Order	Tammi Peterson	Form Provided by Purchasing
	Monthly	Local School Advisory Committee Meeting Minutes – Send Electronically	Email Sherry Webster swebster@lpsd.com	E-7
	Monthly	Daily Production Records - <i>Each day should be signed by the cook.</i>	Tammi Peterson	F-4
	End of Month	Copies: Fire Drill Record; Fuel Readings; Generator Logs	Maintenance Director	B-1
	Weekly	Early Release Agenda/Notes – Send Electronically	Reta Doland	D-9

# March 2009 Forms/Reports Due

√	DATE DUE	FORM TITLE	CONTACT PERSON	FORM NUMBER
	Due MONTHLY	Monthly Site Report – Send Electronically	Email Sherry Webster swebster@lpsd.com	
	3 <sup>RD</sup> Friday of the Month	School Site Newsletter	Superintendent	
	On Receipt	Free & Reduced Lunch Application	Sherry Tibbetts	
	March 3	Monthly Attendance	Staci LaPlante	
	March 3	Classified Timesheets/Leave Slips/Absentee Report	Joyce Alto	A-2 – A-3
	March 3	Monthly Lunch Reports w/Daily Meal Log	Sherry Tibbetts	F-1
	March 4 - 6	District Wide In-Service	Ty Mase	
	March 6	Two Week Site Reports	Sherry Webster	D-2
	March 6	Deadline for First Formal Observation of Non-Tenured Teachers	Reta Doland	
	March 14	Library Books Order & Battle of Books Order	Tammi Peterson	
	March 21	Supplemental School Supplies	Tammi Peterson	
	March 14	Fuel and Oil Inventory/Order Form sent to D.O.	Laura Hylton	B-3
	March 6	Food Service Inventory	Tammi Peterson	
	March 20	Two Week Site Reports	Sherry Webster	D-2
	March 20	Pre-School Supplies Order	Tammi Peterson	E-6
	March 20	Supplemental Order	Tammi Peterson	
	March 27	Battle of Books Order	Tammi Peterson	
	March 31	Deadline for Linda Johnson Memorial Scholarship Application	Theresa Owens	
	Last Week of Month	Parent Teachers Conferences	Ty Mase	
	Monthly	Local School Advisory Committee Meeting Minutes – Send Electronically	Email Sherry Webster swebster@lpsd.com	E-7
	Monthly	Daily Production Records - <i>Each day should be signed by the cook.</i>	Tammi Peterson	F-4
	End of Month	Copies: Fire Drill Record; Fuel Readings; Generator Logs	Maintenance Director	B-1
	Weekly	Early Release Agenda/Notes – Send Electronically	Reta Doland	D-9

# April 2009 Forms/Reports Due

√	DATE DUE	FORM TITLE	CONTACT PERSON	FORM NUMBER
	Due MONTHLY	Monthly Site Report – Send Electronically	Email Sherry Webster swebster@lpsd.com	
	3 <sup>RD</sup> Friday of the Month	School Site Newsletter	Superintendent	
	On Receipt	Free & Reduced Lunch Application	Sherry Tibbetts	
	April 1	Monthly Attendance	Staci LaPlante	
	April 3	Classified Timesheets/Leave Slips/Absentee Report	Joyce Alto	A-2 – A-3
	April 3	Two Week Site Reports	Sherry Webster	D-2
	April 3	Monthly Lunch Reports w/Daily Meal Log	Sherry Tibbetts	F-1
	April 10	“District Pen” Graduation Submissions (Senior Survey/Essay and Picture of Graduates)	Staci LaPlante	
	April 7-9	HSGQE – SBA Testing	Theresa Owens	
	April 3	Deadline for 2 <sup>nd</sup> Formal Observation of Non-Tenured Teachers	Reta Doland	
	April 10	Deadline for Final Evaluation Review of Non-Tenured Teachers	Reta Doland	
	April 14-17	AA Meet at Newhalen School	Ty Mase	
	April 17	Two Week Site Reports	Sherry Webster	D-2
	April 27-May 1	SRI Assessment		
	April 29	DIBELS scores must be posted on the website		
	April 30	Graduation Verification – For completion of Diplomas – Send Graduates Cumulative Folders to D.O. – (Do not send student binders).	Staci LaPlante	D-6
	Last Week of Month	Parent Teachers Conferences	Ty Mase	
	Monthly	Local School Advisory Committee Meeting Minutes – Send Electronically	Email Sherry Webster swebster@lpsd.com	E-7
	Monthly	Daily Production Records - <i>Each day should be signed by the cook.</i>	Tammi Peterson	F-4
	End of Month	Copies: Fire Drill Record; Fuel Readings; Generator Logs	Maintenance Director	B-1
	Weekly	Early Release Agenda/Notes – Send Electronically	Reta Doland	D-9

# May 2009 Forms/Reports Due

√	DATE DUE	FORM TITLE	CONTACT PERSON	FORM NUMBER
	Due MONTHLY	Monthly Site Report – Send Electronically	Email Sherry Webster swebster@lpsd.com	
	3 <sup>RD</sup> Friday of the Month	School Site Newsletter	Superintendent	
	On Receipt	Free & Reduced Lunch Application	Sherry Tibbetts	
	May 1	Monthly Attendance	Staci LaPlante	
	May 1	Classified Timesheets/Leave Slips/Absentee Report	Joyce Alto	A-2 – A-3
	May 3	Monthly Lunch Reports w/Daily Meal Log	Sherry Tibbetts	F-1
	May 1	Two Week Site Reports	Sherry Webster	D-2
	May 1	Final Classified Evaluation Forms	Reta Doland	
	May 1	Site Manuals Update Due - (Send Electronically)	Reta Doland	
	Weekly	Early Release Agenda/Notes – Send Electronically	Reta Doland	D-9
	Monthly	Local School Advisory Committee Meeting Minutes – Send Electronically	Email Sherry Webster swebster@lpsd.com	E-7
	Monthly	Daily Production Records - <i>Each day should be signed by the cook.</i>	Tammi Peterson	F-4
	LAST DAY	Two Week Site Reports	Sherry Webster	D-2
	LAST DAY	End of School Year Checklist	Reta Doland	E-9 & E-9a
	LAST DAY	May Classified Timesheets/Leave Slips/Absentee Report	Joyce Alto	A-2 – A-3
	LAST DAY	Final Monthly Attendance	Staci LaPlante	Chronicler
	LAST DAY	Final Fuel Inventory	Laura Hylton	B-3
	LAST DAY	School Lunch Program Food Inventory	Tammi Peterson	F-4
	LAST DAY	Final May Lunch Reports w/daily log	Sherry Tibbetts	F-1
	LAST DAY	Year-End Outstanding Lunch Bills	Sherry Tibbetts	
	LAST DAY	Record of Fire Drills – Original Fuel Readings; Generator Logs	Maintenance Director	
	LAST DAY	Special Education Attendance Books	Theresa Owens	

# Other Misc. Forms/Reports Due

√	<b>DATE DUE</b>	<b>FORM TITLE</b>	<b>CONTACT PERSON</b>	<b>FORM NUMBER</b>
	Before Employment Begins	Recommendation for Hire and/or Salary Adjustment	Superintendent	A-6
	Before 1 <sup>st</sup> Work Day	Complete Hire Packets	Joyce Alto	
	90 Days after Employment	Classified Employee Evaluation	Reta Doland	A-13
	Upon Enrollment	Current Enrollment Form	Staci LaPlante	D-5a
	Upon Exit	Exit Form	Staci LaPlante	D-12
	As needed 60 days before Student Trip	Student Travel Plan & Request	Ty Mase	C-8
	As Soon as Election is Over	LSAC Election Results	Sherry Webster	
	Upon Graduation	Graduation Verification – For completion of Diplomas – Send Graduates CUM Folder to D.O.	Staci LaPlante	D-6