

40 Important Documents for School Leaders

Notes

- Budget
- Master Schedule
- Bell Schedule
- Discipline Policy
- IEP Compliance tracker
- Emergency Evacuation and School Safety Plan
- Fire drill plans and schedule (and all others required by the district e.g. tornado, earthquake, active shooter)
- Schoolwide intervention plan
- Testing Schedule
- Coaching and Supervision schedule
- PD plan
- School site council plan
- School Improvement plan from the previous year
- SST Plan
- Schoolwide rules
- Behavior intervention
- After-school plan/structure
- Staff handbook/student handbook
- HR Policies
- Back-to-school letters and event planning (student and parent orientation, etc.)

- Hall movement
- Room assignments
- Supply replenishment
- Student and staff logins
- Lunch duty schedule
- Book room inventory
- Class lists
- Formal and informal observation schedules
- Inventory of curriculum guides
- Template for newsletter/announcements
- SEL plan
- Dismissal management (stations, assignments, pick-up/drop-off protocols, etc.)
- New teacher onboarding
- Plan and schedule leadership meetings
- Committees: establishment, meeting schedules, structure, and budgets
Tech Management (updates, repairs, etc.)
- Professional Learning Communities schedule by content areas, data analysis plans/ review, and schedule
- All staff forms (trips, supply requests, etc.)
- School Calendar - (Consider creating a school calendar committee that can be responsible for creating a yearly calendar that includes all the annual events for the school)
- Vaccination and physical alerts