

## Opening Day/Week/Month

1. Teacher/staff sign in roster (weekly or biweekly( ready for the 25th of August
2. All students are assigned a homeroom( by first day of school) Sage
3. Homeroom List ( sets for teachers and office) print by 1<sup>st</sup> day of school (Sage)
4. Recording List (found in Sage Report) Print out one week for the first few weeks then you can go to 2 weeks at a time if you want.
5. Enter student attendance daily into Sage
6. lunch Apps in ( first day of school) printing from DAB- languages can be found on the worcesterschools.org
7. Send home WPS policy handbook/parent or guardian signs the last page in the back of the book and returns to school.
8. Media Deny from policy handbook – MUST be entered into SAGE upon return to school
9. Contact Form (replacing emergency card) printed from DAB Update into Sage immediately upon them returning back to school.
10. Type up emergency cards for staff ( first day)
11. Fire Drill Forms ( monthly)
12. Cleanliness Report
13. Evacuation Drills Report
14. Cumulative Records (New students) New Cumulative records, typed for each student and file with homeroom teacher in a timely manner (no later than a month)
15. AESOP- check daily for staff absences if principal is requesting you to do
16. School Dude – repairs for building request ( as needed)
17. P.O (printed as needed) for supplies
18. Notices to go home, flyers, newsletters (completed as principal required)
19. Maintain In book/Out book for student records,, notify PIC if student is leaving the WPS to remove from Sage (student data base) through e-mail.
20. Update connect ed bad phone numbers immediately after connect ed message report has been sent to principal
21. Enter bus numbers in Sage for students that ride the WPS bus (first week)
22. Prepare two new notebooks for student/s enrolling and another for students exiting WPS.
23. Print Bus Routes – Found on WPS website – [www.worcesterschools.org](http://www.worcesterschools.org)
24. Enter bus number into SAGE for each child that takes a WPS bus and print from the tools/export
25. Sped door to door can be printed within SAGE
26. Enter Lunch form approvals after into Sage( free and reduced) print a copy before we wipe them out
27. 504 Plans – enter 504 plans as needed throughout the year.
28. Table of Org – enter as directed from DAB as needed
29. Create Teacher/Staff Sign in
30. Substitute sign in
31. At all times answer phone with professionalism
32. Dismissal – parent/guardian – needs to show ID until you are comfortable in knowing the parent or guardian.

33. Print Cumulative labels for each student
34. Type up labels for each student for report cards with student name, school, teacher and homeroom. Place on report card.
35. Print out other labels as needed
36. Enter student discipline infraction, suspensions ( if teaching assistant) non teaching assistant should enter unless principal needs your help data entering.
37. Filing as needed – such as IEP, excused absent letter from parent/guardian