

# Weekly Principals' Information Packet (PIP)

## January 23 – 27, 2012

*(You may click here to open this week's PIP)*

### January 23

#### Principals, Teacher Leaders, Assessment Managers –

Updated Assessment Calendar (Sara Reiter) ..... 2

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### January 24

#### High School Principals –

2012 Graduation (Lisa Garcia) ..... 4

#### Principals –

Pittsburg State University Award Nominations (Edwin Hudson) ..... 5

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### January 25 – NO PIP

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### January 26

#### Principals and Teacher Leaders –

Formative Assessment Conference Opportunity (Sara Reiter) ..... 11

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### January 27 – NO PIP

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# Weekly Principals' Information Packet (PIP)

## January 16 – 20, 2012

*(You may click here to open this week's PIP)*

### January 16 – HOLIDAY

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### January 17

#### Elementary & Preschool Principals and Secretaries –

Kindergarten and Preschool Roundup Request (David A. Smith) ..... 2

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### January 18

#### Principals, Principals' Secretaries, Head Custodians –

Building Use (Kelli Mather) ..... 3

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### January 19

#### Principals and Attendance Secretaries –

Bright Arrow Training (Penny Atchley) ..... 5

#### Secondary Building Administrators and Teacher Leaders –

Math Relays (John Scanlan,) ..... 6

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### January 20 – NO PIP

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# Weekly Principals' Information Packet (PIP)

January 9 – 13, 2012

*(You may click here to open this week's PIP)*

## January 9 – NO PIP

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## January 10 – NO PIP

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## January 11

### All Principals –

KSDE Deadline Approaching Emergency Safety Interventions (ESI) Reporting (Kimberly Shaw) ..... 2

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## January 12 – NO PIP

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## January 13

### Principals and Teacher Leaders –

Formative Assessment Conference Opportunity (Sara Reiter) ..... 3

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# Weekly Principals' Information Packet (PIP)

January 2 – 6, 2012

*(You may click here to open this week's PIP)*

## January 2 – NO PIP

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## January 3 – NO PIP

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## January 4

### All Principals and Department Heads –

Approved Technology List (Joe Fives) ..... 2

### All Principals and Special Education Directors/Coordinators –

March 3, 2012 Teacher Interview Day (Jennifer Greer) ..... 6

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## January 5 – NO PIP

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## January 6 – NO PIP

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# Weekly Principals' Information Packet (PIP)

December 19 – 23, 2011

*(You may click here to open this week's PIP)*

## December 19, 2011 – NO PIP

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## December 20, 2011

### All Principals and Counselors –

Youth Friends (Lisa Garcia) ..... 2

### Secondary Principals and Counselors –

Communities That Care Survey (Lisa Garcia & Dan Wright) ..... 3

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## December 21, 2011 – NO PIP

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## December 22, 2011 – NO PIP

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## December 23, 2011 – NO PIP

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# Weekly Principals' Information Packet (PIP)

December 12 – 16, 2011

*(You may click here to open this week's PIP)*

## December 12, 2011 – NO PIP

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## December 13, 2011 – NO PIP

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## December 14, 2011

### All Administrators –

Long-Term Substitute Assignments (Sherry Samples) ..... 2

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## December 15, 2011 – NO PIP

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## December 16, 2011

### All Principals –

School Newsletters (Tammy Dodderidge) ..... 3

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# Weekly Principals' Information Packet (PIP)

December 5 – 9, 2011

*(You may click here to open this week's PIP)*

## December 5, 2011 – NO PIP

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## December 6, 2011

### Principals –

Communication About Senior Activity Passes (Tammy Dodderidge) ..... 2

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## December 7, 2011 – NO PIP

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## December 8, 2011 – NO PIP

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## December 9, 2011

### Secondary Principals –

Bright Arrow Training (Penny Atchley) ..... 5

### Elementary Principals –

Bright Arrow Training (Penny Atchley) ..... 6

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# Weekly Principals' Information Packet (PIP)

## November 28 – December 2, 2011

*(You may click here to open this week's PIP)*

### November 28, 2011 – NO PIP

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### November 29, 2011 – NO PIP

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### November 30, 2011

#### Principals –

Student Improvement Team [SIT] Coordinators and Study Group (Valerie Anzicek & Lisa Garcia) .....	2
Extended Leaves for Attendance (Valerie Anzicek) .....	3

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### December 1, 2011 – NO PIP

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### December 2, 2011 – NO PIP

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# Weekly Principals' Information Packet (PIP)

November 21 – 25, 2011

*(You may click here to open this week's PIP)*

## November 21, 2011

### All Principals –

Thanksgiving Collection (Pam Harris) ..... 2

### All Principals and SAMs –

SAM Meeting Nov. 28 (Dan Wright & Sara Reiter) ..... 4

### All SAMs –

Preparing for Winter MAP Window (Sara Reiter & Dan Wright) ..... 5

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## November 22, 2011

### All Administrators and Counselors –

Standards for Admission to Sumner Academy (Lisa Garcia) ..... 6

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## November 23, 2011 – NO PIP (HOLIDAY)

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## November 24, 2011 – NO PIP (HOLIDAY)

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## November 25, 2011 – NO PIP (HOLIDAY)

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# Weekly Principals' Information Packet (PIP)

November 14 – 18, 2011

*(You may click here to open this week's PIP)*

## November 14, 2011 – NO PIP

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## November 15, 2011 – NO PIP

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## November 16, 2011 – NO PIP

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## November 17, 2011

### Elementary Principals –

Writing – A Year of Study (Jennifer Holt) ..... 2

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## November 18, 2011 – NO PIP

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# Weekly Principals' Information Packet (PIP)

October 31 – November 4, 2011

*(You may click here to open this week's PIP)*

## October 31, 2011 – NO PIP

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## November 1, 2011 – NO PIP

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## November 2, 2011

### All Secondary Teachers, Teacher Leaders and Principals –

Second Quarter Grade Book Set Up Reminder (Jayson Strickland, Mary Viveros, Alan King) ..... 2

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## November 3, 2011 – NO PIP

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## November 4, 2011 – NO PIP

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# Weekly Principals' Information Packet (PIP)

October 24 – 28, 2011

*(You may click here to open this week's PIP)*

## October 24, 2011 – NO PIP

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## October 25, 2011

### All Principals and Principal's Secretaries –

Parent Involvement Requirements (Kelli Mather) .....	2
Thanksgiving Collection (Pam Harris) .....	3

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## October 26, 2011

### Principals –

Thanksgiving Collection – Corrected Dates (Pam Harris) .....	5
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## October 27, 2011

### Principals –

Powerwalk and Literacy Audit Tools (David A. Smith) .....	7
Data for School Improvement Plans (Dan Wright) .....	8
KCK School Libraries Project (Carol Levers) .....	9

### Principals, Teacher Leaders, Assessment Managers –

Assessment Calendar Correction (Sara Reiter) .....	11
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## October 28, 2011 – NO PIP

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# Weekly Principals' Information Packet (PIP)

## October 17 – 21, 2011

*(You may click here to open this week's PIP)*

### October 17, 2011 – NO PIP

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### October 18, 2011 – NO PIP

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### October 19, 2011 – NO PIP

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### October 20, 2011

#### Principals, Teacher Leaders, Assessment Managers –

Updated District Assessment Calendar (Sara Reiter) .....	2
MAP Science Information (Sara Reiter) .....	4

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### October 21, 2011 – NO PIP

# Weekly Principals' Information Packet (PIP)

October 10 – 14, 2011

*(You may click here to open this week's PIP)*

## October 10, 2011 – NO PIP

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## October 11, 2011

### Principals –

Student Improvement Team Process Survey (Valerie Anzicek & Lisa Garcia) ..... 2

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## October 12, 2011 – NO PIP

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## October 13, 2011 – NO PIP

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## October 14, 2011

### Principals –

Standards of Dress and Grooming (Edwin Hudson) ..... 3

2010-2011 School Building Report Cards (Teresa Boose) ..... 4

# Weekly Principals' Information Packet (PIP)

October 3 – 7, 2011

*(You may click here to open this week's PIP)*

## October 3, 2011 – NO PIP

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## October 4, 2011 – NO PIP

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## October 5, 2011 – NO PIP

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## October 6, 2011 – NO PIP

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## October 7, 2011

### Principals –

Summer Reading Celebration (Cynthia Lane) ..... 2

# Weekly Principals' Information Packet (PIP)

September 26 – 30, 2011

*(You may click here to open this week's PIP)*

## September 26, 2011

### All Administrators –

Revised Human Resources Client Groups (Edwin Hudson) ..... 2

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## September 27, 2011

### High School Counselors and Administrators –

College and Career Planning at KCKCC-TEC (Teresa Boose) ..... 3

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## September 28, 2011

### Principals –

Loss of Meal Benefits (Karla Floyd) ..... 4

Catering (Karla Floyd) ..... 5

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## September 29, 2011

### All Budget Managers –

Wellness Program Solicitations (Connie Brand) ..... 6

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## September 30, 2011

### All Principals –

Silk Basic and Attendance Training (Penny Atchley) ..... 7

Bullying Awareness Week – October 3-9, 2011 (Lisa Garcia) ..... 8

# Weekly Principals' Information Packet (PIP)

September 19 – 23, 2011

*(You may click here to open this week's PIP)*

## September 19, 2011

### Principals –

Silk Basic and Attendance Training (Penny Atchley) ..... 2  
K-State Family Nutrition Program [approved flyer] (David A. Smith) ..... 3

### All Building Administrators –

Remaining Free Furniture (Wayne Correll) ..... 4

### All Building Administrators, Counselors and Social Workers –

Critical Incident Response Team (Lisa Garcia) ..... 6

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## September 20, 2011 – NO PIP

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## September 21, 2011 – NO PIP

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## September 22, 2011

### Principals –

School Activities Calendar (Teresa Boose) ..... 8

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## September 23, 2011

### Principals –

Attendance – Discretionary Reasons (Lisa Garcia & Valerie Anzicek) ..... 9  
SAM Meeting Oct. 3 (Dan Wright) ..... 10

# Weekly Principals' Information Packet (PIP)

September 12 – 16, 2011

*(You may click here to open this week's PIP)*

## September 12, 2011 – NO PIP

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## September 13, 2011

### Principals –

Professional Attire (Edwin Hudson) ..... 2

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## September 14, 2011

### All Principals –

Superintendent's Honor Roll (Cynthia Lane) ..... 3

Return of Parent Surveys (Dan Wright) ..... 4

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## September 15, 2011

### All Building Administrators –

Loss of Meal Benefits (Karla Floyd) ..... 5

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## September 16, 2011

### Principals –

Student Teachers and Professional Development School Partnerships (Barbara Kirkegaard & Sherry Samples) ..... 6

### Principals with Beginning Teachers Last Year –

Kansas Horizon Award Nominations Reminder (Edwin Hudson) ..... 7

# Weekly Principals' Information Packet (PIP)

September 5 – 9, 2011

*(You may click here to open this week's PIP)*

## September 5, 2011 – HOLIDAY

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## September 6, 2011

### Principals with Beginning Teachers Last School Year –

Kansas Horizon Award Nominations (Edwin Hudson) ..... 2

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## September 7, 2011

### All Principals –

KCA Parent Letters (Dan Wright) ..... 3

### Elementary Principals –

2011 PTA Play (Jean Ney) ..... 4

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## September 8, 2011

### Secondary Principals –

PLAN and Explore Registration (Dan Wright) ..... 5

### Elementary Principals –

Walk to School Day Meeting (Tammy Dodderidge) ..... 6

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## September 9, 2011

### All Principals –

Parent Opinion Surveys (Dan Wright) ..... 7

# Weekly Principals' Information Packet (PIP)

## August 29 – September 2, 2011

*(You may click here to open this week's PIP)*

### August 29, 2011

#### Principals –

Instructional Time Log (Kelli Mather) .....	2
KCA Parent Letters (Dan Wright) .....	3

#### Staff New to the Positions of: Principals and those doing the Student Count –

Student Count – KSDE Counting Kids Workshop (Kelli Mather) .....	4
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### August 30, 2011 – No PIP

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### August 31, 2011

#### Elementary Principals –

Recording Preschool in SILK (Dan Wright) .....	5
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### September 1, 2011

#### Budget Managers and Administrators –

Consultants and Vendors (Kelli Mather) .....	6
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### September 2, 2011

#### Principals and Principals Secretaries –

COSTCO & Sam's Wholesale Club Memberships (David A. Smith) .....	12
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#### All Administrators –

Professional Dues (Susan Westfahl) .....	13
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#### Administrators / Principals / Assistant Principals –

KASB Administrator Survey (Susan Westfahl) .....	17
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# Weekly Principals' Information Packet (PIP)

August 22 – 26, 2011

*(You may click here to open this week's PIP)*

## August 22, 2011

### Principals, Cafeteria Managers, Account Processors and NSO – SPECIAL

Meal Service (Karla Floyd) ..... 3

### All Principals / Building Managers –

Fixed Asset Inventory (Connie Brand) ..... 4

### All Administrators –

Parent/Student Handbook (Lisa Garcia) ..... 5

### Elementary Principals –

Elementary Literacy & Math Cadres Survey (Suzie Legg, Stacey Chatmon & Jennifer Holt) ..... 6

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## August 23, 2011

### All Principals & Athletic Directors –

Student Accident Insurance (Kelli Mather) ..... 7

### All Principals –

Mentor Meeting 08/29/11 (Eva Tucker-Nevels & Mary Viveros) ..... 8

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## August 24, 2011

### Principals, Teacher Leaders, Assessment Manager –

Guidelines for Checkpoint and MAP Assessments (Kimberly Shaw, et al) ..... 9

### Elementary Principals –

Curriculum Survey - REMINDER (Suzie Legg, Stacey Chatmon & Jennifer Holt) ..... 12

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**August 25, 2011**

**Principals and Administrators –**

United Way Coordinators (David A. Smith) ..... 13

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**August 26, 2011 – NO PIP**

# Weekly Principals' Information Packet (PIP)

August 15 – 19, 2011

*(You may click here to open this week's PIP)*

## August 15, 2011

### Principals and Administrators –

Teachers Take Attendance Every Day (Cynthia Lane) .....	3
IDP/PDP Building Representatives for 2011-12 (Edwin Hudson) .....	4
UPDATED – SPED Related Service Provider Assignments (Kimberly Shaw) .....	7

### Principals, Administrators, Athletic Directors and Activity Sponsors –

Heat Policy – Extra-Curricular Activities - REMINDER (Robert Young) .....	10
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### Elementary Principals and Secretaries –

Transportation School Reminders 2011-2012 (Marsha Calovich) .....	11
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## August 16, 2011

### Principals –

Duty Days for Paraprofessionals and Aides (Stephen Vaughn) .....	12
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### Athletic Directors –

Reminder to Athletic Directors (Barbara Kirkegaard & Sherry Samples) .....	13
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## August 17, 2011

### Principals –

Disposal of Old Electronics (Joe Fives) .....	14
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## August 18, 2011

### Principals, Counselors, Attendance Secretaries –

2011-12 Student Enrollment Count (Kelli Mather) .....	15
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# August 19, 2011

## Principals –

School Activities Calendar (Teresa Boose) .....	16
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# Weekly Principals' Information Packet (PIP)

## August 8 – 12, 2011

*(You may click here to open this week's PIP)*

### August 8, 2011

#### Principals, Treasurers, Budget Administrators –

Training Content Change – Time Sheet Training added to GEMSTONE	
Financial Software Training - REMINDER (Robert Young) .....	3

#### Principals –

Getting Started with the AverVision CP 355 Document Camera (Julie Leach) .....	4
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### August 9, 2011

#### All Administrators –

Reporting of Disability/Sick Leave Absences (Edwin Hudson) .....	5
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#### Principals, Athletic Directors, Activity Sponsors, Coaches and District Administrators –

Heat Policy – Extra-Curricular Activities (Robert Young) .....	6
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#### Principals, Treasurers, Budget Administrators –

Training Content Change – Time Sheet Training added to GEMSTONE	
Financial Software Training - REMINDER (Robert Young) .....	7

#### Principals –

Attendance Clerks Training for Truancy Reporting (Valerie Anzicek) .....	8
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### August 10, 2011 – NO PIP

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# August 11, 2011

## All Principals –

Student Count Day – Attendance Clerks and Teacher Roster (Kelli Mather) ..... 9

## Elementary Principals –

Literacy & Math Cadres for Curriculum Refinement (Suzie Legg, Stacey Chatmon & Jennifer Holt) ..... 10

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# August 12, 2011

## All Administrators –

Human Resources Realignment (Edwin Hudson) ..... 11

# Weekly Principals' Information Packet (PIP)

## August 1 – 5, 2011

*(You may click here to open this week's PIP)*

### August 1, 2011

#### All District Administrators –

2011/2012 Administrators Contracts (Edwin Hudson) ..... 3

#### Principals, Treasurers, Budget Administrators –

GEMSTONE Financial Software Training [schedule revision] (Robert Young) ..... 4

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### August 2, 2011

#### Elementary and Middle School Principals –

Netbook Replacement (Joe Fives) ..... 5

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### August 3, 2011 – NO PIP

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### August 4, 2011

#### All Principals –

Student Count (Kelli Mather) ..... 6

#### Principals of Title I Schools –

Parent Involvement – Parent Compacts (Kelli Mather) ..... 7

#### Principals, Counselors –

Grade Reporting Periods 2011 - 2012 (Liz Hernandez) ..... 8

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# August 5, 2011

## All Principals –

Changing from Kansas Assessment to the MAP/ACT (Cynthia Lane) .....	9
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## Principals, Counselors –

Grade Reporting Periods 2011 – 2012 – CORRECTION (Liz Hernandez) .....	13
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## Principals, Treasurers, Budget Administrators –

Training Content Change – Time Sheet Training added to GEMSTONE	
Financial Software Training (Robert Young) .....	14

# Weekly Principals' Information Packet (PIP)

July 25 – 29, 2011

*(You may click here to open this week's PIP)*

## July 25, 2011 – NO PIP

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## July 26, 2011

### All School Secretaries and Principals –

Silk Training and Scheduling Workshop (Penny Atchley) ..... 2

### Principals, Treasurers, Budget Administrators –

GEMSTONE Financial Software Training (Robert Young) ..... 3

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## July 27, 2011

### Principals, Teacher Leaders, Assessment Managers –

2011-2012 District Assessment Calendar (Sara Reiter) ..... 4

### Elementary Principals, Teacher Leaders and Kindergarten Teachers –

Kindergarten Readiness Data Collection (Kimberly Shaw & Alan King) ..... 6

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## July 28, 2011

### Principals –

Unauthorized Visitors (Kelli Mather) ..... 10

2011-12 Student Enrollment Count (Kelli Mather) ..... 11

### Elementary Principals and Secretaries –

Elementary School Feeder Patterns for Preschool (Marylee Griffiths) ..... 12

Criteria for Four Year Old Preschool Program [English/Spanish Flyer] (Marylee Griffiths) ..... 13

### All Staff –

2011-2012 Fine Arts Calendar (Jean Ney) ..... 16

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## July 29, 2011 – NO PIP

# Weekly Principals' Information Packet (PIP)

July 18 – 22, 2011

*(You may click here to open this week's PIP)*

## July 18, 2011

### All Principals and Administrative Staff –

2011 Opening of School Activities (Cynthia Lane) .....	3
Immunizations for the 2011-2012 School Year (Cynthia Lane) .....	4
Mentors for Beginning Teachers (Eva Tucker-Nevels & Mary Viveros) .....	8
School Uniform Policy on Website (Teresa Boose) .....	9
2010-2011 School Highlights – Reminder (Teresa Boose) .....	10
School Activities Calendar (Teresa Boose) .....	11
GEMSTONE Financial Software Training (Robert Young) .....	12
Free Furniture (Wayne Correll) .....	13
Community West Food Pantry (Lisa Garcia) .....	16

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## July 19, 2011 – NO PIP

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## July 20, 2011

### Principals, Attendance Clerks, School Registrars, Secretaries, Counselors, SPED Staff –

Releasing Special Education Records for Students who have Moved/Left the District (Kimberly Shaw) .....	17
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## July 21, 2011

### All Staff –

NEA Contact Information (Charlotte Batrez) .....	18
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# July 22, 2011

## All Staff –

NEA Contact information - CORRECTION (Charlotte Batrez) .....	19
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## Administrators –

SPED Coordinator Assignments (Kimberly Shaw) .....	20
SPED Building Assignments (Kimberly Shaw) .....	21
SPED Related Service Provider Assignments (Kimberly Shaw) .....	23