

MONTHLY TEACHER FORMS

EYI

- ✿ Pre-school Information
- ✿ *Colleague Prayer Partners*
- ✿ Principals contact NNEC Education Office re: Teacher Aides
- ✿ Reimbursement Form-
<https://docs.google.com/forms/d/e/1FAIpQLSeAJeMLDIrD66xeXx1Oez4wfg4SmgyeUXEbQuixtjy-t7hJIQ/viewform>

AUGUST

PRINCIPALS ONLY:

- Asbestos Plan Check Sheet **(Due Pre-School Week)**
- Non-discrimination Policy Signature Form
- Application for Admission – sample form
- Out of Division Field Trip: <http://www.hesaidgo.net/short-term-missions/groups>
- Mandatory – Background Checks must be completed by Sterling Volunteers on all volunteers and employees (every three years) via NNEC Education Office
- ☐ School Calendar Change Request
- ☐ School Health Record Sheet
- ☐ Maine Principals Only – Complete DOE form and send to Maine Department of Education to receive private school recognition

TEACHERS & PRINCIPALS:

- ☐ Continuing Consent for Treatment and Health Insurance
- ☐ Field Trip Information & Superintendent Notification
- ☐ Field Trip Request for Overnight Trips
- ☐ Field Trip Student Permission Slip
- ☐ Photo Release Forms
- ☐ Monthly Reimbursement Form

SEPTEMBER

PRINCIPALS ONLY:

- Designated Subjects Application
- School Board Minutes

TEACHERS & PRINCIPALS:

- ☐ Daily Class Schedule
- ☐ Monthly Reimbursement Form

OCTOBER

TEACHERS & PRINCIPALS:

- ☐ Proof of Auto Insurance
- ♦ Mid-Quarter Progress Reports **(See NNEC School Calendar for date due)**
- ☐ Monthly Reimbursement Form

NOVEMBER

PRINCIPALS ONLY:

- Send an email with date of Thanksgiving/Christmas program
- Notice of Intent to Operate Form **(December 1 Deadline)**

TEACHERS & PRINCIPALS:

- ☐ Professional Intent Form **(December 1 Deadline)**
- ☐ Monthly Reimbursement Form

DECEMBER

PRINCIPALS ONLY:

- Jr. Academy Re-Application; due to NNEC Education Department **December 1-** <http://atlantic-union.org/education/forms/>

TEACHERS & PRINCIPALS:

- ♦ Mid-Quarter Progress Reports **(See NNEC School Calendar for date due)**
- ☐ Monthly Reimbursement Form

JANUARY

PRINCIPALS ONLY:

- Junior Academy Grades – **(if applicable)**
- School Board Minutes

TEACHERS & PRINCIPALS

- ☐ Monthly Reimbursement Form

FEBRUARY

PRINCIPALS ONLY:

- School Board Minutes
- Tentative School Budget **(February 10 Deadline)**

TEACHERS & PRINCIPALS:

- ♦ Mid-Quarter Progress Reports **(See NNEC School Calendar for date due)**
- ☐ Monthly Reimbursement Form

MARCH

PRINCIPALS ONLY:

- School Board Minutes

TEACHERS & PRINCIPALS:

- ☐ Self-Evaluation Form **(March 10 Deadline)**
- ☐ Student Retention Request (when applicable)
- ☐ Monthly Reimbursement Form

APRIL

PRINCIPALS ONLY:

- Eighth Grade Diploma Order
- School Board Minutes

TEACHERS & PRINCIPALS:

- ☐ Reading Award Order
- ☐ Certificate Order
- ☐ Monthly Reimbursement Form

MAY

PRINCIPALS ONLY:

- School Board Minutes

TEACHERS & PRINCIPALS:

- ♦ Mid-Quarter Progress Reports
- ☐ Monthly Reimbursement Form

JUNE

PRINCIPALS ONLY:

- School Board Minutes
- Junior Academy Grades (if applicable)
- School Evaluation Follow-up (where applicable)
- School Inventory (copy to Office of Education, copy to School Board Chair)
- 8th Grade/Non-Returning Students Cumulative Records to NNEC

TEACHERS & PRINCIPALS:

- ☐ Monthly Reimbursement Form

MISC. FORMS

PRINCIPALS ONLY:

- ✿ Acceleration Request
- ✿ Equipment Allowance Application
- ✿ New Converts Subsidy Policy
- ✿ New Converts Subsidy Form
- ✿ Request to Release Records
- ✿ School Board Meeting Minutes Form

TEACHERS & PRINCIPALS

- ✿ Adventist Risk Management General Liability Claim Form
https://de444bdf-186b-4c93-9490-fc4a47ea353a.filesusr.com/ugd/edb9ee_02c0ddcd0bcf41f3b06c548f7247946d.pdf
- ✿ Parent & Teacher Conference Record
- ✿ Parent Teacher Reconciliation Procedure
- ✿ Substitute Teacher Report Form
- ✿ Teacher Visitation Day Request
- ✿ Certificate Renewal Application for Non-Academic Credit – please complete electronically at: <https://atlantic-union.org/education/forms/> Submit after all staff development.
- ✿ Superintendent Assessment of Instruction Form
- ✿ Professional Growth Books Checklist