

SPRING Academic Conferences Checklist - 2019-2020



(Rev 1/14/20)

DUE DATES	RESPONSIBLE	TASK	DONE
January 16	OFFICE	Will place address labels & envelopes in ADVISORY Teachers boxes.	
January 22	ADVISORY TEACHERS	Contact parents by phone to confirm conference time. Enter ALL CONFERENCES in Google drive.	
January 23	TEAM LEADERS & TEAMS	Create MANDATORY/HIGH RISK conference list. Communicate with advisory teachers not on CORE team who have MANDATORY/HIGH RISK students.	
January 23	ADVISORY TEACHERS	ALL CONFERENCES MUST be scheduled in Google drive. You MUST MAKE COPIES of ALL your advisory CONFERENCE APPT FORMS! Remember to keep the appt copy to hand out to your advisory students on 2/4/20.	
January 24	ADVISORY TEACHERS	Turn in ALL ORIGINAL Conference Appt forms to Veronica Gaspar, Pat or Ellie. VERIFICATION: ALL teachers MUST sign off that they have (1) made appt form copies; (2) completed conferences in Google Drive; (3) put mailing labels on UNSEALED envelopes	
January 27	OFFICE	Office staff will mail original conference appt forms home.	
January 29	TEAM LEADERS	Make sure to sign ALL MANDATORY/HIGH RISK SS forms. Create TRANSLATOR schedule with team. (VG will send to team leaders.) Complete DROP-IN teacher section of conference attendance forms with teams. Communicate with ALL Advisory teachers.	
February 3 - 4	OFFICE	Morning announcements will include earning non-uniform day for student/parent attendance.	
February 4 Advisory	ADVISORY TEACHERS	Distribute <u>COPY</u> of conference appt forms to advisory students to take home to parents.	
February 5 Afternoon	TEAM LEADERS	Pick up 3 rd quarter grade reports from Pat Burkhard & distribute to advisory teachers including non-core advisors. (Grading period ends 2/4/20 at 2 pm.)	
February 6 Conferences 3:30-6:00 pm	ADVISORY TEACHERS	-Create sign-in sheet for all drop-in conferences & record drop-in conferences in Google drive schedule. -Students must get at least an advisory and 1 additional teacher signatures to qualify for a non-uniform day on Monday, February 10.	
February 6 Conferences 12:30-7:00 pm	ALL CERTIFIED STAFF	-3 ½ Hour Professional Development	
	ADVISORY TEACHERS	Return all no show report cards to Pat Burkhard to be mailed home on February 13. (1)MANDATORY/HIGH RISK SS Rec forms; (2)BUS forms; (3)SS Enrollment forms are DUE to Ruth Esparza. VERIFICATION: Teachers MUST sign off on all 3 forms with Ruth Esparza.	