

South Central Conference
Office of Education

IMPORTANT DATES

- August (PRIORITY: SCHOOL OPENING/STUDENT EVALUATION)**
- 25 The following information is due to the SCC Office of Education
- * School Calendar
 - * School Constitution
 - * Name of Board Chairperson and Contact Information
 - * Date of Monthly School Board Meeting
 - * Date of Constituency Meeting
 - * Graduation Date(s)
- September (PRIORITY: ITBS/ITED & OPENING REPORT)**
- 1 August School Board Minutes/Principal's Report/Teacher Attendance Report/Incident & Accident Report Due in SCCOE
- 8 Field Trip Request Forms due to the SCCOE
- 8-11 Interim Reports go home to parents/guardians
- 29 ITBS/ITED answer sheets due to the SCCOE
- 29 8th Grade Mission Trip Deposits Due
- October (PRIORITY: WEEK OF PRAYER/REPORT CARDS/PARENT-TEACHER CONFER)**
- 1 September School Board Minutes/Principal's Report/Teacher Attendance Report/Incident & Accident Report Due to SCCOE
- 16-17 Parent/Teacher Conferences
- November (PRIORITY: BEGIN PREPARATION FOR CHRISTMAS PROGRAM/TEACHER EVALUATIONS)**
- 3 October School Board Minutes/Principal's Report/Teacher Attendance Report/Incident & Accident Report Due to SCCOE
- 10 Interim School Evaluation Reports due to SCCOE (Mobile & Memphis)
- December (PRIORITY: CHRISTMAS PROGRAM)**
- 1 November School Board Minutes/Principal's Report/Teacher Attendance Report/Incident & Accident Report Due to SCCOE
- 2 Alcy (Memphis) Revisit
- 9 Emmanuel (Mobile) Interim Visit
- January (PRIORITY: 2015-2016 RECRUITMENT/PERSONNEL/BUDGET)**
- 5 Letters of Intent due to SCCOE
- Summer School Request Form due
- December School Board Minutes/Principal's Report/Teacher Attendance Report/Incident & Accident Report Due to SCCOE
- February (PRIORITY: 2015-2016 STUDENT RECRUITMENT/PERSONNEL/BUDGET)**
- 2 January School Board Minutes/Principal's Report/Teacher Attendance Report/Incident & Accident Report Due to SCCOE
- 2-6 Interim Reports go home to parents/guardians
- 26 University School Evaluation
- March (PRIORITY: WEEK OF PRAYER)**
- 1 2015-2016 School Budgets Due
- 2015-2016 Personnel Recommendations Due

- Proposed Grade Placement Request due (Acceleration/Retention)
- Junior Academy Applications Due
- 2 February School Board Minutes/Principal's Report/Teacher Attendance Report/Incident & Accident Report Due to SCCOE
- 3-4 Ephesus School Evaluation
- 24-26 Parent/Teacher Conferences
- 23-27 WrAP Testing
- 29 8th Grade Mission Trip
- 30 Outdoor School Trip Authorization Form due in the SCCOE, along with the Payment of \$125.00 for each student participating in Outdoor School.

- April** **(PRIORITY: OUTDOOR SCHOOL/2015-2016 RECRUITMENT)**
- 1 March School Board Minutes/Principal's Report/Teacher Attendance Report/Incident & Accident Report Due to SCCOE
- 6 8th and 12th grade Graduation Lists due
- 13-17 Interim Reports go home to Parents/Guardians
- 15-16 AdvancED Accreditation Visit (Oakwood Adventist Academy)
- 20-23 Outdoor School
- 30 Signed Employment Contracts Due

- May** **(PRIORITY: GRADUATION/SCHOOL CLOSING)**
- 1 School Calendar Change Request due in SCCOE
- April School Board Minutes/Principal's Report/Teacher Attendance Report/Incident & Accident Report Due to SCCOE
- 31 Textbook Inventory Lists/Classroom Inventory Lists/Repair List Due

- June** **(PRIORITY: BOOK ORDERS/HANDBOOK REVISION/PLANNING)**
- 1 May School Board Minutes/Principal's Report/Teacher Attendance Report/Incident & Accident Report Due to SCCOE
- 15 Closing Reports Generated