

## Government Services To-Do List Summer 2024

Advice from the Assistant Superintendent of Government Services:

1. Build a good relationship with your associated school districts.
2. Stay informed by reading my notes in the “Leading with Faith” newsletter or [my blog](#). I use this forum to notify you of the most pressing issues from my office.
3. Access information from my office on the WNY Catholic Schools site - <https://www.wnycatholicschools.org/government-programs-services>. The “Resources & Tools” link on the website contains downloads of all of the forms emailed to you in case you misplace them. Forms are added throughout the year.
4. Use the “Principal Task List” on the “Forms & Reference Documents” page to keep ahead of all Department of Catholic Schools deadlines: <https://docs.google.com/spreadsheets/d/1KBYfLs1Au7g97gmvpPEoPb2lt6cUzh5ptGCNAmbOsize/edit#gid=1446525175>
5. Stay organized so that you have plenty of time to complete government-related forms. Use the checklist found on our website so you know when due dates are.
6. Be sure to enlist the help of your administrative assistant and other staff to help keep the workload manageable.
7. Call me if you need assistance early in the process. Waiting too long to get help can leave you with little time to complete your forms properly.
8. Call me if you are having problems working with a school district.
9. **Recommended Start of school To-do List:**
  1. Email me a copy of your “Written Affirmation of LEA Consultation with Private School Officials” form from each district after you sign it.
  2. Start collecting data for Mandated Services from 2023-2024 and fill out the Excel Spreadsheet (email me for your personalized copy to update).
  3. Busing – Make sure everything is in order for the first day of school.
  4. Textbooks – Follow up if ordered textbooks are missing.
  5. Comprehensive Attendance Policy (CAP) is in place and a copy of the plan is available:  
<http://www.p12.nysed.gov/sss/pps/attendance/attendanceQ-A.html> - See question #25.
  6. School Safety Plan should be updated, adopted, and shared with the school community by October 1. Template is available on my website at <https://www.wnycatholicschools.org/np-principals-page-government-programs-services-school-safety>. For more info go to <http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/home.html#schoolsafetyplans>
  7. Review NYS teacher certification status of all teachers, including prospective teachers before you hire them. Excel form shared. <https://eservices.nysed.gov/teach/certhelp/search-cert-holder>
  8. Plan for use of your School Safety Funds to submit for reimbursement.
  9. Begin working on your NCEA forms soon after we send them to you – initially you can work on many of the sections without student data.
  10. Advocacy – watch out for emails from me asking for emails to legislators.