

TEXICO CONFERENCE
EDUCATOR'S LIFELINE
DUE: October 5, 2022

Name _____

School _____

FORMS TO BE SENT IN THIS MONTH:

- _____ 1. Educator's Lifeline Report
- _____ 2. School Board Minutes & Finance Report
- _____ 3. Community Outreach Report

REMINDERS:

1. Remember that regular communication with parents is vital.
2. It is suggested that tentative yearly field trip plans be made and approved by the school board at the beginning of each year.
3. Check to make sure proper immunization and medical records are filed appropriately.
4. Have you trained students, aides, and secretaries how to answer the telephone and meet the public? First impressions are often the most important impressions. Great Marketing!
5. Have you kept up-to-date on your grade postings and counseled with parents of children who are doing poorly? Yes _____ No _____
6. Make appointments for required parent-teacher conferences.
7. Prepare revised budget and present to school board.
8. End of first quarter October 14.
9. Plan for an honor roll.

FURTHER INFORMATION:

1. Give the date of last safety drill _____
2. When does your regular staff meeting take place? _____
3. What time is faculty worship? _____
4. Who will be conducting your Fall Week of Prayer? _____ Date _____

Special events planned for October (include field trips, programs, etc.)

_____ Date _____

_____ Date _____

COMMENTS, SUGGESTIONS, OR THOUGHTS YOU WOULD LIKE TO SHARE:

Educator's Signature _____

Life is like riding a bicycle; you don't fall off unless you stop pedaling.