

**TEXICO CONFERENCE OF SEVENTH-DAY ADVENTISTS**

P.O. Box 1366; 777 Sandia View Lane  
Corrales, NM 87048

**EDUCATOR'S  
LIFELINE**

**DUE: August 5,  
2022**

Name \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

**FORMS TO BE SENT IN THIS MONTH:**

1. \_\_\_\_\_ Educator's Lifeline Report
2. \_\_\_\_\_ Personnel Information Form (Due August 5)
3. \_\_\_\_\_ Principal's Supplementary Opening Report Form (Due August 19)
4. \_\_\_\_\_ Yearly Asbestos Notification Form From Schools (Send after school begins.  
Due August 19)
5. \_\_\_\_\_ Calendar Deviation Form 2022-2023
6. \_\_\_\_\_ Copy of calendar of events including Investiture, graduation, Weeks of Prayer, and all  
minimum days (please put on Minimum Day Form). (Send after school begins.  
Due August 19)
8. \_\_\_\_\_ Texico Conference Education Subsidy Request Form

**REMINDERS**

1. Anticipated enrollment in your classroom (by grade):  
K \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_  
6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_ 9 \_\_\_\_\_ 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_ Total \_\_\_\_\_
2. Plan to visit the home of each potential student before school begins and invite them to attend.
3. Complete scheduling, room assignments, and assignment of students for coming year.
4. Finalize school calendar for coming year.
5. Review/revise school policies.
6. Prepare new faculty/staff packets.
7. Develop schedule and agenda for pre-session and conduct.
8. Prepare back-to-school communications (students, faculty/staff, parents).
9. Check/test bell signal system.
10. Establish disaster drill schedule.

11. Review emergency procedures with faculty/staff.
12. Conduct new faculty/staff orientation.
13. Conduct new student orientation.
14. Review child abuse, sexual harassment, and blood-borne pathogen policies with faculty/staff.
15. Check auto safety and insurance of cars used for ANY school purpose when transporting students. It is recommended that drivers have at least \$100,000/\$300,000 liability insurance. Evidence of your insurance is required by the Texico Conference to be kept on file. Please forward a copy of your current policy or information to the Texico Conference office as well as each time you renew your insurance.

\_\_\_\_\_ I have forwarded a copy of my current insurance policy to the Texico Conference Education Department.

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

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Educator's Signature\_\_\_\_\_

Welcome to the 2022-2023 school year!

**Things work out best for those who make the best of the way things work out.**