

SCHOOLS - ADMINISTRATIVE REPORTS AND REQUIREMENTS CHECKLIST

ITEM	DEADLINE	REPORT SENT TO:	MB ED	DIVISION	COMPLETED
ASSESSMENTS (PROVINCE/DIVISION)					
Provincial Grade 3	November	Area 1 Superintendent to MB ED	<input checked="" type="checkbox"/>		
Provincial Grade 7	January/February	MB ED online	<input checked="" type="checkbox"/>		
Provincial Grade 8	January/February	MB ED online	<input checked="" type="checkbox"/>		
Provincial Grade 12	January/June	MB ED	<input checked="" type="checkbox"/>		
Division ELA– Assessment Data	November	Area 4 Superintendent		<input checked="" type="checkbox"/>	
Division ELA – Continua Data	May/June	Area 4 Superintendent		<input checked="" type="checkbox"/>	
ATTENDANCE DATA					
Monthly Attendance Report (Grades 1-8)	Three days after the end of each month	Chief Superintendent department		<input checked="" type="checkbox"/>	
EDUCATION AGREEMENTS					
Report to First Nation	Varies for individual First Nations	Area Superintendent for First Nation		<input checked="" type="checkbox"/>	
Budget Proposals	Varies for individual First Nations	Area Superintendent for First Nation		<input checked="" type="checkbox"/>	
Input on School Plan	Varies for individual First Nations	Area Superintendent for First Nation		<input checked="" type="checkbox"/>	
EIS DATA COLLECTION/FB REPORTING - MECY					
Enrollments - Enrollment Reporting and School Division Enrollment Summary (As of September 30) (EIS Cert, FB 113A)	October 7	Division Office Secretary-Treasurer department	<input checked="" type="checkbox"/>		
Technology Education – Eligible Credit Units, Approved Program Support, Approved program support for Business Education and Marketing Education (As of September 30) (Principals of Schools with Grades 9 or Higher) (FB 115A, FB 115C, FB 115D)	October 7	Division Office Secretary-Treasurer department	<input checked="" type="checkbox"/>		
Technology Education – Eligible Unit-Credits – Second Semester (As of February 28) (Principals of Schools with Grades 9 or Higher) (FB 115B)	March 10	Division Office Secretary-Treasurer department	<input checked="" type="checkbox"/>		
Verification of Attendance [Nominal Roll Counts] (As of November 30 EIS Code 300) (FB 113D)	November 30	Division Office Secretary-Treasurer department	<input checked="" type="checkbox"/>		
Request for Addition of a New Manitoba Resident Pupil (As of November 30) (FB 113N)	November 30	Division Office Secretary-Treasurer department	<input checked="" type="checkbox"/>		
Summary of School Days Closed (FB 114S)	Last day of school	Division Office Secretary-Treasurer department	<input checked="" type="checkbox"/>		
FINANCE/BUDGET					
Small Schools Grant	Mid-June	Area Superintendents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Aboriginal Academic Achievement Report	May 31	Area 4 Superintendent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Budget Consultations and Proposals – D-Grants, other	Mid-December	Area Superintendent Secretary-Treasurer		<input checked="" type="checkbox"/>	
Purchasing/Requisitions	End of June	Purchasing department		<input checked="" type="checkbox"/>	
Budget sent out	Draft - December Final - April	Area Superintendents		<input checked="" type="checkbox"/>	

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HIGH SCHOOL/ ADULT EDUCATION					
SIC Course registration (High School Principals)	September 15 December 15	Division Office Career Studies dept.	<input checked="" type="checkbox"/>		
Student Marks - EIS Data Collection	June 30	Division Office Tech. dept. – Help Desk Analyst	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Graduate Diplomas	Mid-late May	Chief Superintendent's department to HSs/AEs		<input checked="" type="checkbox"/>	
PROGRAMS/CURRICULUM					
Fine Arts – Plan	October	Area 3 Superintendent		<input checked="" type="checkbox"/>	
Fine Arts – Non-Fiddling Support	End of June	Area 3 Superintendent		<input checked="" type="checkbox"/>	
Science Survey	End of June	Area 5 Superintendent		<input checked="" type="checkbox"/>	
Social Studies/Native Studies Survey	Every 2 nd year in May	Area 5 Superintendent		<input checked="" type="checkbox"/>	
Healthy Foods Committee	End of September	Assistant Superintendent, Careers		<input checked="" type="checkbox"/>	
SAFETY					
Review of Codes of Conduct and Emergency Response Plans	Early September	Area Superintendent Chief Superintendent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Bus Evacuation Drills	September April	Transportation Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Bus Ridership Training	September/Oct.	Transportation Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Fire Safety drills	Once every month (10/year)	Area Superintendent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Workplace Safety and Health Committee – (meetings held including minutes)	4/year	Area Office Division Coordinator Manitoba Labour Board		<input checked="" type="checkbox"/>	
SCHOOL PLANS					
School Plan Developed	End of October	Area Superintendent Chief Superintendent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
School Plan Results (Summative comments)	Before end of June	Area Superintendent Chief Superintendent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Community Report	Before end of June	Community Area Superintendent Chief Superintendent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Aboriginal Academic Achievement Plan	End of October	Area Superintendents Area 4 Superintendent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
STAFF					
Supervision for Growth for Teachers	October 15	Area Superintendent		<input checked="" type="checkbox"/>	
Support staff evaluation	Dependent upon anniversary date	Human Resources department		<input checked="" type="checkbox"/>	
TOURS					
Out of province tours	4 weeks before tour	Area Superintendent to Chief Superintendent to Board		<input checked="" type="checkbox"/>	
Out of country tours	6 weeks before tour	Area Superintendent to Chief Superintendent to Board		<input checked="" type="checkbox"/>	
EMERGENCY CLOSURES					
Report of school closure during school year	Within 24 hours of closure	Chief Superintendent to MB ED Area Superintendent	<input checked="" type="checkbox"/>		
OTHER ITEMS					