


Northern Lights School Division #113 Administrative Organizer for January 2012

Item	Reference	Date	Send to
Northern Games- Team Registration (p.39)		Dec 14	832-2244 attn Jr. Games
Register for Northern Saskatchewan Junior Basketball Tournament	 Northern Sask. junior basketball registrar	9	Martina Cain at Churchill Community High School
Head Caretakers and Caretakers Evaluation Due		15	HR Department
Student Support Workers Evaluation Due (This was missed on the October 2011 Deadline List)		15	
Deadline for Medium Term Leave Request for April 1	(Local Agreement Section 5.2)	15	
Northern Games- Team Roster/Eligibility Form (p. 41)		15	832-2244 attn Jr. Games
Northern Games- Media Release Forms (p.42)		15	832-2244 attn Jr. Games
Northern Games- 5 pictures of your community		15	832-2244 attn Jr. Games
Math Reporting Period 3 Ends- data for the respective units of instruction should be entered, intervention data from period 2 should be updated. PLC meetings and referrals of students who made no progress in intensive intervention should be submitted within two weeks of this date.		27	On Data Base.
Submit to central office referrals for students being considered for FIP and Alt, if no assessment in five years		31	
Timetables for second semester courses in high schools due.		31	Provide for Superintendent on school visit.
Kindergarten Projections		31	Brenda Bates

This organizer will be updated when necessary and be distributed to schools.