

2025-2026 Back to School Forms Checklist

Submit all forms to catholicschools@eriercd.org unless otherwise noted.

Form	Due Date	Date Submitted
Contacts for Online Data Collection & Low-Income Lists	August 8	
New Teacher Registration Form for August Orientation	August 8	
Email Distribution Spreadsheet Form	August 14	
School Crisis Additional Contact Form	August 14	
First Day Enrollment Count	First Day of School	
Principal & President Goals <i>(submit to krobbinson@eriercd.org)</i>	August 29	
School-Based Crisis Response Team Form	August 29	
School Directory Update Form	August 29	
Math & ELA PLT Content Lead Agreements & Schedules <i>(submit to nbradish@eriercd.org)</i>	August 29	
NWEA Fall Student Roster Files <i>(submit to nbradish@eriercd.org)</i>	September 4	
Building Level Support Team (BLEST) Nucleus Form	September 5	
SAP Core Team Form	September 5	
New Teacher Registration Form for September Orientation	September 5	
Verification of Instructional Hours/FID <i>(submit to lblake@eriercd.org)</i>	September 5	
Annual Assurance Form - Staff	September 8	
Annual Assurance Form - Volunteers	September 8	
STAG Tuition Assistance Verification	September 19	
Administrator's Receipt of Policies	September 30	
Acts 195/90/35 Verification Letter	September 30	
CIPA Annual School Checklist	October 1	

This sheet is intended to be used for your own record keeping and does not need to be submitted to the CSO.

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Report of Low-Income Student Lists	October 3	
Summary of Low-Income Data Chart	October 3	
Date(s) and Method for Student Safe Environment Training <i>(submit to czemcik@eriercd.org)</i>	October 10	
Home Language Survey Summary	October 15	
Immigrant Population Report	October 15	
NWEA Winter Student Roster Files <i>(submit to nbradish@eriercd.org)</i>	December 12	
Catholic Schools Week Schedules	January 16	
NWEA Spring Student Roster Files <i>(submit to nbradish@eriercd.org)</i>	April 10	
Wellness Index	April 17	
2026-2027 School Calendar	April 30	
180 Exception Day Form	April 30	
Annual Overview of Professional Development	April 30	
Principal & President Evaluations <i>(submit to krobbinson@eriercd.org)</i>	May 26	
Professional Development Needs Assessment Survey <i>(must be completed by all teachers & administrators)</i>	On or before May 29	
Student Permanent Record File Folder Order Form	June 5	
8 th Grade Graduate Reports	June 5	
High School Graduate Reports	June 5	
Annual Catholic School Report for Child Protection <i>(submit to czemcik@eriercd.org)</i>	June 12	