

Administrative Procedure 3030

***Annual Task/Submissions Calendar***

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**Board Governance Policy Cross Reference:** [1, 2, 6, 7, 12, 13](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

[June Submissions to Superintendent's Department](#)

[Hutterian June Submissions to Superintendent's Department](#)

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**Legal/Regulatory Reference:**

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The Annual Task/Submissions Calendar is a comprehensive listing of tasks and submissions and the due dates that are the responsibility of senior administration, department heads, school administration and the Superintendents' Administrative Assistant throughout the school year. Referring to this calendar will ensure that all tasks and submissions are completed in a timely manner and in compliance with Board policy.

**Procedures for Calendar**

1. The "calendar" is reviewed and revised by the Superintendent's Department on an on-going basis throughout the school year. All changes are communicated via the Superintendents' Administrative Assistant.
2. A June Submissions to Superintendent's Department package of forms must be submitted by all Principals by June 15th. It is expected that the requested information will be submitted to the Superintendent's Department on the available forms, excepting information submitted under separate cover, as indicated.

NOTE: Hutterian Schools use the package designed for Hutterian Schools.