

APPENDIX VI – 20



OFFICE OF CURRICULUM AND INSTRUCTION

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September 14, 2015

To: Principals & Learning Supports Coordinators
 From: Richard A. Foster, Interim Assistant Superintendent
 Curriculum and Instruction
 Re: **Due dates and items to be uploaded to SharePoint**

Per our discussion at our LSC Professional Development on Friday, September 11, 2015 the following is a list of documents that should be posted to LSC SharePoint and due dates.

Document	Due Dates
Campus Support Team Members	
*MTSS Campus Team	By September 10, 2015
*PBIS Site Team / Discipline Data Review	
Dates of GSRR presentation to Students – Fall	By September 25, 2015
Dates of GSRR presentation to Parents – Fall	By September 25, 2015
Discipline Monthly Report	By the 10 th of each month for the previous month (Example August report Due by September 10, 2015)
Incident (AZSafe) Student Detail Report from Mojave per month	By the 10 th of each month for the previous month (Example August report Due by September 10, 2015)
LSC Incident Tracking Form (Excel) per month	By the 10 th of each month for the previous month (Example August report Due by September 10, 2015)
Intervention Block report from Mojave per month	By the 10 th of each month for the previous month (Example August report Due by September 10, 2015)
2015-16 MTSS Site Team Meeting Agenda	Within 2 days of holding the meeting. The expectation is at least twice per month and weekly if the need is there.
Dates of GSRR presentation to Students – Spring	By January 29, 2016
Dates of GSRR presentation to Students – Spring	By January 29, 2016

This list is current as of Monday, September 14, 2015.

*f 301 - Catherine Committee needs due
 number if you haven't ASAP*