

Every month check:

- Multimedia Gallery or MMG (pictures rotating at the top) should be changed monthly
- Announcements should be reviewed and updated at least 2x per month (add new and remove ones no longer current)
 - Keep in mind, if you post an item to social you hope your parents see (an event, upcoming sports tryouts, etc.) to also post to the webpage.
- Post your monthly newsletter to the newsletter icon page at the beginning of each month.

August	• Principal Message • Update Announcements • Put upcoming items in calendar • Check teacher webpages • Athletics Page Updates -paperwork, first day of practice, etc. • First Day of School & Orientation Dates and/or flier • Check Bell Schedule • Verify items from the spring are removed • Updated Supply List • Verify staff directory is updated and accurate
September	• Picture Day information is posted • Open House • School meals info
October	• Conference Week Schedule • PSAT • PTA or ASB Events • Survey information • WLA Information • ECEAP enrollment
November	• Winter sports • PTA or ASB Events • Food drive collection events
December	• Winter break • Food drive collection events • PTA or ASB Events • Winter concert events
January	• Reminders on the end of semester, first day of 2nd semester • PTA or ASB Events • Report card timing and process
February	• State Testing Information-WIDA/WELPA • Spring sports • PTA or ASB Events • Calendar reminders – mid winter break and teacher work day

March	• Spring Break Reminders • PTA or ASB Events • Transitions from elementary to middle/middle to high • Graduation information • Kindergarten enrollment
April	• Spring Break Reminders • PTA or ASB Events
May	• State Testing Information • AP Testing information • PTA or ASB Events
June	• Field Day • PTA or ASB Events • Orientation Dates listed • First Day of School (if it's known) • School supply list updated • Confirm info on summer office hours & info page is current
July	• Check Teacher Webpages