

APRIL FOCUS GUIDE

April is the proof month. Tighten live operations, close documentation gaps, intensify support for at-risk students, and prepare the bridge to summer and next year.

Leadership Resource Pack (Academic + Compliance)

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TABLE OF CONTENT

April Outcomes to Protect

Leadership Cadence + April Guardrails

Testing Execution, Security, and Accommodations

At-Risk Student Triage, Intervention, and Attendance

Evaluation Closure, Conferences, and Staff Support

Staffing Vacancies, Hiring, and Retention Actions

Budget Discipline, Submission, and Next-Year Planning

Summer School, Tutoring, and Recovery Launch

Family Communication, Student Recognition, and Year-End Events

Handbook, Policy, Materials, and Supply Readiness

Student Records, Grading, and Data Cleanup

Master Schedule, Course Planning, and Next-Year Pathways

Safety, Evidence, and April Quick Win

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APRIL OUTCOMES TO PROTECT

1. Testing execution, security, makeups, and issue escalation are tightly managed.
2. Accommodations are delivered correctly and aligned to student plans.
3. At-risk students are identified early, assigned supports, and monitored weekly.
4. Teacher evaluations, conferences, and support documentation are completed on time.
5. Staffing vacancies are identified early, postings go live, and hiring moves now.
6. Budget submission and next-year budget planning are underway.
7. Summer school, tutoring, and recovery supports are built and communicated.
8. Student records, grading, and reporting data are cleaned before year-end pressure spikes.

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LEADERSHIP CADENCE + APRIL GUARDRAILS

Principal and superintendent focus items. Assign owners, set dates, and file evidence.

BLT meeting, weekly operating system

- Set April's 2 to 3 non-negotiables, testing execution, at-risk response, staffing moves.
- Review dashboards, attendance, behavior, participation, intervention rosters, staffing risks.
- Remove barriers fast, coverage, devices, rosters, schedules, communication, substitute support.

District or central office leadership sync

- Align April priorities across buildings, avoid initiative overload.
- Confirm testing support, staffing approvals, hiring authority, and escalation pathways.
- Review fiscal posture, reporting deadlines, and end-of-year decision points.

Principal weekly agenda, protect the essentials

- Protect blocks for live testing oversight and daily issue resolution.
- Protect time for conferences, staffing interviews, and student-support reviews.
- Build one weekly evidence routine, dated artifacts, and named owners.

TBT or PLC meeting, weekly instructional engine

- Bring current data tied to priority standards and student risk lists.
- Name misconceptions, choose reteach moves, grouping, and timeline.
- Plan short-cycle response, not just score review.

Curriculum pacing check, spring alignment

- Confirm pacing against priority standards without panic acceleration.
- Identify standards that need spiraling, pre-teaching, or intervention support.
- Confirm required texts, materials, and digital tools are available and used.

Walkthroughs and coaching cycles

- Pick 1 to 2 April look-fors tied to instruction, assessment, and student engagement.
- Use short, frequent walkthroughs, track trends, not anecdotes.
- Require follow-up evidence within 7 days for priority actions.

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TESTING EXECUTION, SECURITY, AND ACCOMMODATIONS

Principal and superintendent focus items. Assign owners, set dates, and file evidence.

Testing Command Center Daily

- Confirm room rosters, proctor assignments, backup coverage, and testing groups daily.
- Verify participation lists and same-day absences.
- Maintain a live makeup tracker by student, grade, and assessment.

Testing security and administration controls

- Recheck materials handling, chain of custody, and secure storage.
- Confirm administration procedures are consistent across rooms.
- Review prohibited practices and escalation steps with staff.

Technology readiness, live support

- Confirm devices, secure browser settings, bandwidth, and help-desk escalation.
- Use a same-day issue log with resolution notes.
- Assign a visible troubleshooting lead for every session.

Accommodations Fidelity

- Verify accommodations are implemented exactly as documented.
- Confirm proctors know delivery requirements before each session.
- Reconcile IEP, 504, multilingual learner, and testing support lists.

Family communication during testing

- Send reminders on dates, attendance importance, sleep, devices, and arrival expectations.
- Follow up fast with the families of the absent students needing makeups.
- Use one testing FAQ and one point of contact

Irregularities and makeups

- Log irregularities, actions taken, notifications, and resolution status.
- Assign makeup completion dates immediately.
- Review unfinished testing daily until closed.

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