

MAY FOCUS GUIDE

May is the closure month. Finish strong, verify what was completed, close documentation gaps, and prepare a clean handoff into summer and the next school year.

Leadership Resource Pack (Academic + Compliance)

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MAY OUTCOMES TO PROTECT

1. Testing completion, makeups, security records, and final documentation are closed cleanly.
2. Final grades, course completion, credit checks, promotion, and graduation decisions are accurate and verified.
3. At-risk students receive final recovery actions, family communication, and documented next steps.
4. Attendance interventions, outreach logs, and end-of-year case actions are complete.
5. Teacher evaluations, final conferences, support plans, and personnel records are closed on time.
6. Staffing vacancies, hiring decisions, assignment plans, and retention actions are finalized.
7. Summer school, tutoring, intervention, and credit recovery programs are staffed, scheduled, and communicated.
8. Student records, cumulative files, withdrawals, discipline files, and access controls are audit-ready.

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LEADERSHIP CADENCE + MAY GUARDRAILS

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

BLT meeting, weekly operating system

- Set May's 2 to 3 non-negotiables, grade accuracy, staffing finalization, and summer readiness.
- Review failures, missing work, attendance, hiring progress, records cleanup, and summer enrollment weekly.
- Require decisions, owners, due dates, and proof points

District or central office leadership sync

- Align closeout expectations across buildings so every school is working from the same standards.
- Confirm deadlines for evaluations, grade posting, payroll actions, records cleanup, budgets, and staffing decisions.
- Review unresolved risk areas weekly and remove barriers quickly.

Principal weekly agenda, protect the essentials

- Block time every week for grade review, staffing review, student risk review, and records verification.
- Protect time for final conferences, interviews, and summer planning meetings.
- Do not let ceremonies consume all leadership time.

TBT or PLC meeting, weekly instructional engine

- No loose ends without an owner.
- No grades or promotion decisions without verification.
- No staffing assumptions without written confirmation.

Evidence routine, weekly

- Build one May evidence folder with dated artifacts, corrections, approvals, and final communications.
- File as the work happens, not after the fact.
- Keep naming conventions simple and consistent

Weekly executive review

- Review one high-risk list each week: graduation, staffing, summer launch, budget, or records.
- Confirm what is truly finished versus what is just in progress.
- Escalate unresolved issues before the final week.

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TESTING COMPLETION, MAKEUPS, AND DOCUMENTATION

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

Testing closeout, final administration controls

- Verify all testing windows are fully closed according to local and state requirements.
- Complete final makeups and confirm participation lists are accurate.
- Reconcile absent students, refusals, invalidations, exemptions, and special cases.

Testing documentation cleanup

- Maintain one final testing folder with rosters, schedules, irregularities, makeups, accommodations, and return confirmations.
- Confirm every irregularity has a documented action and final status.
- Close open troubleshooting items.

Participation and accountability review

- Run final participation reports and reconcile discrepancies.
- Confirm subgroup participation is accurate.
- Make sure SIS and testing platforms align.

Technology and platform closure

- Confirm device assignments, secure browser usage, and login issues are documented.
- Review unresolved hardware or platform problems.
- Record what needs correction before next year.

Accommodations verification

- Confirm that the accommodations used in testing align with the student plans.
- Reconcile IEP, 504, multilingual learner, and testing support documentation.
- Prepare clean records in case of audit or review.

Family communication after testing

- Follow up on missed or incomplete tests where needed.
- Close family questions quickly and document significant issues.
- Keep final communication factual and consistent.

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