



EduQuencher

JANUARY FOCUS GUIDE

January is the midyear control point. This tool helps leaders execute what's due, tighten improvement systems, and build an evidence-based story that holds up under review.

Leadership Resource Pack (Academic + Compliance)

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WHAT'S DUE IN JANUARY (NATIONAL LANGUAGE)

Deadlines vary: Verify local/state/authorizer requirements. Assign owners = evidence

Compliance & Reporting: commonly due/closed in January

- **Midyear data integrity checks:** enrollment, attendance, discipline, and program rosters (SIS vs submissions).
- Quarter/semester grade posting + transcript updates (high school) and credit audits (as applicable).
- **Staff compliance files:** background check renewals, licenses/credential verification, required trainings makeups.
- **Safety:** drill documentation catch-up + winter hazard inspection logs + corrective actions tracked.
- **Student services:** IEP/504/EL progress reporting cycles; timeline trackers updated; service logs current.
- **Finance/tax prep:** W-2/1099 preparation, year-end close tasks, board reports, budget-to-actual.
- **Governance:** agendas/minutes posted & archived; COI documentation current (as applicable).
- **Testing readiness:** accommodations crosswalk, roster verification, technology readiness plan (spring).

Evidence Folder Map (Copy/Paste Structure)

- 01_Academics (TBT artifacts, reteach/reassess, walkthrough trends)
- 02_Evaluation (evidence, conferences, coaching cycles, calibration notes)
- 03_MTSS (tier rosters, minutes, progress monitoring, case notes)
- 04_Attendance (coding checks, outreach logs, plans, weekly huddles)
- 05_Safety (drill logs, after-action tracker, walkthrough checklists)
- 06_Services (IEP/504/EL progress reports, service logs, trackers)
- 07_Finance/Procurement (approvals, quotes, receipts, inventory, variances)
- 08_Governance (agendas, minutes, oversight updates, corrective actions)

Academic & Instructional: January deadlines that matter

- Evaluation Round 1 completion targets + post-observation conferences documented.
- **TBT/PLC:** first two January cycles completed with reteach/reassess evidence captured.
- **Midyear SIP checkpoint held;** priority strategies narrowed; owners + monitoring cadence set.
- **MTSS:** tier rosters updated; intervention minutes protected; progress monitoring schedule published.
- Attendance action plans launched for chronic absence; documented outreach + next-step interventions.
- **Family communication:** midyear learning focus + supports + attendance expectations (template-ready).

Owner + Date Tracker (Fill-In)

Repeat for each must-do item above.

Local deadline:

Owner:

Evidence to file:

Check date:

Status Done:

NS: ☐ IP: ☐ Done: ☐

Notes/risks:

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