

Figure 6.3. Principal Daily Checklist

	MON	TUE	WED	THUR	FRI
STUDENT SERVICES MEETING					
STAFF MEETING					
INTERVENTION TEAM MEETING					
CALENDAR					
TICKLER FILE					
SECRETARY CONTACT					
ASSISTANT CONTACT					
VOICE MAIL					
E-MAILS					
SNAIL MAIL					
CLASSROOM VISITS					
TEACHER OBSERVATIONS					
DISCIPLINE					
PARENT DISCIPLINE CALLS					
RETURN PHONE CALLS					
COPYING					
BOARD AND OTHER REPORTS					
PRIORITY PROJECTS					
GOALS & ACTIVITIES					
Mon.					
Tue.					
Wed.					
Thur.					
Fri.					