

2026-2027 Due Dates - for Documents that require Board Approval

Board Mtg Date	Issue Papers Due (Contracts, Agreements)	Invoices, Fundraisers, Student Fees, Student Trips, Travel	Board Mtg Date	Issue Papers Due (Contracts, Agreements)	Invoices, Fundraisers, Student Fees, Student Trips, Travel
July 6, 2026	June 26, 2026	June 19, 2026	January 4, 2027	December 11, 2026	December 4, 2026
August 3, 2026	July 24, 2026	July 17, 2026	February 1, 2027	January 22, 2027	January 15, 2027
September 8, 2026(TUES)	August 28, 2026	August 21, 2026	March 1, 2027	February 19, 2027	February 12, 2027
October 5, 2026	September 25, 2026	September 18, 2026	April 1, 2027 (THUR)	March 23, 2027	March 16, 2027
November 2, 2026	October 23, 2026	October 16, 2026	May 3, 2027	April 23, 2027	April 16, 2027
December 7, 2026	November 24, 2026	November 17, 2026	June 7, 2027	May 27, 2027	May 20, 2027

Send completed documents to:

Amy Kennedy CO	School-Related Student Trip Form (09.36 AP.2) with Supporting Documents
	Submit: Form 09.36 AP.2 - Complete pages 1-4, including nurse's initials on page 1, sponsor's initials and sponsor's signature. Check all boxes that apply to your trip request, and secure the principal's signature. Do not have the nurse sign page 4 prior to the trip.
	Submit: Student Fee Form - Activity Cost Form 09.15.AP.2 - Itemize the trip cost and student fee amount that you would like the board to approve. You only need to complete page 1 for School-Related Student Trip Fee Requests.
	Submit: Copy of Trip Itinerary
	NOTE: Contracts/Agreements for Charter Bus, Airline, Hotel or Venue must be approved by the Board seperately with an Issue Paper.
Amy Kennedy/CO	School-Related Student Trips - Approved by the Principal (09.36 AP.21)
Amy Kennedy CO	Travel Authorization Request (03.125 AP.21)
	Submit: Completed form for approval PRIOR to your overnight travel for a conference or workshop. ESTIMATE expenses and secure principal/supervisor signature. This form is on our website under the Finance Dept tab.
Accounts Payable Finance Dept/CO	School-wide Fundraising Requests (Redbook Form F-SA-2A) (Policy 09.33)
	Submit: Form F-SA-2A for board approval PRIOR to your school-wide fundraising event.
Accounts Payable Finance Dept/CO	Travel Authorization Request (03.125 AP.21) & Mileage Reimb (03.125 AP.22)
	Submit: Completed form AFTER travel with ACTUAL expenses you paid out of pocket. Attach receipts (food receipts not needed), sign the form, and send it in for reimbursement of your expenses.
Randy Borchers Student Engagement Coordinator/CO	Student Fee Request Forms (09.125 AP.2)
	Sponsor/coach completes the Activity Cost Form (page 2) for fees they would like to charge students who participate in non-instructional after school activities, clubs, or sports. Give completed form to the principal and SBDM for approval. (Note: Do not include "student trip/field trip" fees as they are submitted to Amy with the Student Trip Request Forms listed above.)
Randy Borchers Student Engagement Coordinator/CO	Facilities Use Contract (05.3 AP.1)
	Submit: Three page contract with User's signature and principal's approval signature. If approved by Matt, he will submit to the board for approval. If approved by the board, Matt will sign and return the contract to you.

Incomplete forms will be returned to you for completion. This may cause you to have to delay or reschedule your trip, fundraising or travel.