**First 100 Days Entry Plan Template**

*Downloaded from The Principal Center­­*

**Pre-Work—For Your Eyes Only**

Steps to Complete:

* Fill in each pre-work section with your own responses
* Create your timeline
* Copy public sections into a new document before sharing
* Apply your own styling—this template is intentionally plain

**Key Constituent Groups:**

Who are the key stakeholders that I will need to meet and learn from in my first 100 days?

(e.g. students, staff, parents, community, central office, board)

**What Do I Know Already?**

What problems do I already know I’m inheriting and will need to deal with right away?

What do people seem to expect of me, and how do I feel about those expectations?

What are some opportunities for quick wins?

**Key Messages I Want To Send About Myself and My Leadership**

* I am a leader who \_\_\_
* I’m passionate about \_\_\_
* I believe in \_\_\_
* I take responsibility for \_\_\_
* I believe all students can \_\_\_
* I give 110% by \_\_\_

**Key Focus Areas for SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis**

* Staffing & enrollment
* Opening of school
* Campus safety/physical plant
* Classroom climate/management
* Student climate/bullying
* Student learning
* Teaching quality/PD needs
*

**Habits I’ll Need to Develop**

* Visit 3 classrooms per day
* Clear desk, voicemail, and email inbox daily
*

**Leadership Agenda**

Current Priorities:

Rejected Priorities:

Emerging Issues to Monitor:

**Communication Channels**

(See public plan below)

**Timeline—First 100 Days**(See public plan below)

* Change event dates below
* Add other key dates
* What will I actually do?
* Does it sound realistic, or overly ambitious?
* Will it show respect for what’s already in place?

**Staff Interview Template**

**Name:**

**Roles/Duties/Current Teaching Assignment:**

**Certifications:**

**Years at this school:**

**Years in the profession:**

**Special events/programs:**

**Most proud of:**

**Anything I should know:**

For detailed approaches to interviewing staff, see our Pro Member program *Maintaining Momentum: Using Appreciative Inquiry To Sustain Your School's Successes.*

**Public Agenda**

**(Copy into new document)**

**Key Milestones—First 100 Days**

|  |  |  |
| --- | --- | --- |
| Event | Date | Key Actions/Milestones |
| Start date | July 1 | * Meet with secretary and custodian
* Schedule 1:1 meetings with all staff
 |
| 2-Week Anniversary |  |  |
| First staff day | Aug 8 | * All staff hired and participating in PD
 |
| 4-Week Anniversary |  |  |
| First student day | Aug 15 | * Visit each classroom to welcome students
 |
| 11th day of school | Aug 29 |  |
| 6-Week Anniversary |  |  |
| Parent-Teacher Conferences or Open House | Sept 22 |  |
| 8-Week Anniversary |  |  |
| 10-Week Anniversary |  |  |
| 12-Week Anniversary |  |  |
|  |  |  |
|  |  |  |
| 100th Day (about 14 weeks) | Oct 8 |  |

**Key Tasks by Month**

|  |
| --- |
| June |
| * Meet individually with all staff
* Meet key parent leaders
* Meet extensively with custodian and office staff
 |
| July |
| * Send back-to-school letter to staff
* Finalize logistics for staff days
 |
| August |
| * Send back-to-school letter to families
* Staff professional development days
* Finalize opening of school logistics
 |
| September |
| * First all school assembly
 |
| October |
|  |
| November |
| * Parent-teacher conferences
 |
| December |
| * Etc
 |
| January |
| * Etc
 |
| February |
| * Etc
 |
| March |
| * Etc
 |
| April |
| * Etc
 |
| May |
| * Etc
 |

**Communication Channels—Meetings**

Standing meetings:

* Staff meetings: Every other Wednesday at \_\_\_
* Departmental/team meetings: Every \_\_\_ at \_\_\_
* School leadership team meetings: Every \_\_\_ at \_\_\_
* PTA meetings: Every \_\_\_ at \_\_\_
* School board meetings: Every \_\_\_ at \_\_\_
* Principal/Admin Assistant Meeting: Every Friday at 3pm
* Admin Team Meeting: Every Monday at 7am
* PBIS/RTI Committee: Every \_\_\_ at \_\_\_
* District: Every \_\_\_ at \_\_\_\_
* Supervisor: Every \_\_\_ at \_\_\_

**Communication Channels—Written**

* Parent Newsletter—compiled by \_\_\_ and sent every \_\_\_
* Staff Newsletter—compiled by \_\_\_ and sent every \_\_\_
* All-staff email about \_\_\_ sent every \_\_\_

**Key Inquiry Questions**

* What are we most proud of as a school?
* What do our students most need from us as professionals?
* What are our greatest opportunities for improvement?
* What do we need to sustain with excellence?
* What do we need to stop doing to create bandwidth for new work?