

September 19, 2022

Hello School Leaders,

There are a couple of new items to share this week...

2022-2023 Family Income Survey: Attached is the [family income survey](#) for this school year which should be distributed to your school families in order to determine qualification for federal and state funding for certain programs (i.e., Title, E-rate, etc.). Enclosed is the English version, and I am working on a Spanish version for next week's Keystone.

Employee Assistance Program: A reminder that the Archdiocesan employee assistance program can provide support, information, and resources for any employee struggling with life challenges. Some of the services included are counseling, legal support and resources, financial information, and health/wellness resources. Please distribute [this flyer](#) to your staff with information on the EAP.

Reminders...

Recently O.S.P.I. sent out a newsletter with some important dates and action items to note. You can view the [full bulletin here](#).

- **Due September 23rd:** For any school that has a new principal or head of school this year, you will need to submit a Change of Information Form to the State Board of Education by this date.
- **Due September 30th:** Weapons Data Report – Because there were issues with the information and link provided in June, O.S.P.I. has extended the deadline and reopened the portal. If you were unable to submit your weapons report in June, you will need to do so by this date. The instructions are in the bulletin link above.
- **Policy Change to Safe Environment Training:** In the past, new employees had 90 days to complete their Safe Environment training. This was recently changed and **now all new employees must complete the training within 30 days of hire** (a cleared background check must still be received before the employee can begin working). Please contact the Safe Environment Office with questions at sep@seattlearch.org, (206) 274-3188

That's all for this week. See you in Seabeck!

Best to all,

Pam Schwartz 😊