

IASP “Principal for a Day” Initiative

Objective: We desire to have national, state, and community leaders come into our schools and view a day from the perspective of the Principal/Assistant Principal. We need to be able to “tell our story” and an effective way to do that is to have a community leader come into your building to see what a typical day entails.

Checklist for hosting a “Principal for a Day”:

- Decide whom to invite
 - Choose someone who is well established and has influence
 - A national legislator from your district, a state legislator, a town/city councilman, mayor, fire/police chief. Be creative.
- Extend the invitation
 - Choose a date that is good for all parties.
 - If you have direct contact, that is the best method...phone or text.
 - Go through an administrative assistant, legislative assistant or someone who knows the individual.
 - Craft an email explaining what you are offering and how it can be of benefit to them.
 - Be as specific as possible in the invite. What types of activities will you have them involved in? Hours you are asking them to be there (it’s ok if it’s only a ½ day visit). Parking?
- Activities you can have them participate in
 - Classroom visits
 - Sit in on teacher observation/walkthroughs you conduct
 - Meeting with teacher(s) or parents
 - Meet with students/student groups
 - Giving announcements over the PA
 - Hall duty
 - Lunch duty
 - Bus duty
 - Lead the Pledge of Allegiance
 - Be creative...
- Make sure you know about the person you are inviting
 - Learn as much as you can about the background of the person
 - Do they have children in school?
 - Where do they stand on current education issues?
- Communicate to stakeholders

- Let your parents, students, staff & community know you will be having a guest to serve as “Principal for a Day.”
- Let your local media know.
- Send a Follow up
 - After the event, reach out and thank your guest for participating.
 - Ask them what their “takeaways” were.