

End-of-Year Communication Calendar

for School Leaders

Every message your school needs to send from March through the last day of school — with pre-written copy for each one.

PRINCIPALS

ASSISTANT PRINCIPALS

COMM. COORDINATORS

2026

HOW TO USE

How to Get the Most Out of This Calendar

What this is for

This calendar covers building-level communication from March through the end of the school year. It is designed for principals, assistant principals, and school communications coordinators. It does not cover individual classroom teacher communication — that is a separate system.

How to adapt it

- Add your school's specific dates where you see [DATE] brackets
- Assign each item to a sender: Principal (P), Front Office (FO), or Teacher (T)
- Add your school year end date and work backward to confirm timing
- Some items may not apply to your school (e.g., 8th grade promotion for K-5 schools)

How to delegate

Once dates are confirmed, assign each communication to a specific person. Do not leave it as 'someone will handle this.' The single most common end-of-year communication failure: the assumption that someone else already sent it.

Print this calendar. Put it on your wall. End-of-year is when most principals stop communicating because there is too much happening. This calendar removes the planning work so you can just follow the sequence.

MARCH

March — Spring Momentum

WEEK 1 — SPRING FAMILY UPDATE

[School Name] Spring Update — What's Ahead for Families

Sender: Principal | First Monday of March

- What are students working on this term?
- What events are coming up?
- One thing families can do to support learning at home.

WEEK 2 — STATE TESTING COMMUNICATION

Testing Starts [DATE] — What Families Need to Know

Sender: Principal + Front Office | 1 week before testing window opens

- Which grades are testing? What dates?
- What should families do to prepare students?

WEEK 3 — SPRING CONFERENCE REMINDER

Spring Conferences Are Coming — Sign Up Now

Sender: Front Office | 3 weeks before conferences

WEEK 4 — MONTH END CHECK-IN

March Wrap-Up at [School Name]

Sender: Principal | Last week of March

- Quick update, acknowledge testing completion, preview April.

APRIL

April — Testing Window + Spring Events

WEEK 1 — TESTING IN PROGRESS UPDATE

Testing Update — Our Students Are Doing Great

Sender: Principal | During testing window

- Acknowledge the testing. Thank families for their support.
- Remind them of any schedule changes.
- Do not share results, do not create comparison pressure.

WEEK 2 — SPRING FUNDRAISER (IF APPLICABLE)

[School Name] Spring Fundraiser — [Goal/Purpose]

Sender: Front Office or PTA Liaison | When fundraiser launches

WEEK 3 — EARTH WEEK / EARTH DAY

Earth Week at [School Name] — What Students Are Learning

Sender: Teacher or Front Office | Week of April 22

WEEK 4 — CONFERENCE FOLLOW-UP

Thank You for Coming In — What Happens Next

Sender: Principal | After spring conferences complete

MAY

May — Appreciation + Countdown

WEEK 1 — TEACHER APPRECIATION WEEK

It's Teacher Appreciation Week — Here's How to Say Thank You

Sender: Principal | First full week of May

- Why your teachers are exceptional this year.
- How families can participate.

WEEK 2 — END-OF-YEAR COUNTDOWN LAUNCH

4 Weeks Left — The Final Countdown at [School Name]

Sender: Principal | When 4 weeks remain in the school year

- Remaining key events, what students are finishing up.
- What families need to know before the last day.

WEEK 3 — MEMORIAL DAY NOTE (IF APPLICABLE)

Memorial Day Reminder — School Closed [DATE]

Sender: Principal | Before Memorial Day weekend

WEEK 4 — 8TH GRADE / SENIOR RECOGNITION (IF APPLICABLE)

Celebrating Our [8th Graders / Seniors] — Recognition Events Coming

Sender: Principal | 3 weeks before promotion ceremony

JUNE

June — Closing Strong

WEEK 1 — END-OF-YEAR FAMILY LETTER

A Message From [Principal Name] — Reflecting on This Year

Sender: Principal | First week of June (or 2 weeks before last day)

- What you are most proud of.
- One specific student achievement or moment.
- Brief fall preview. Thank families for their partnership.

WEEK 2 — GRADUATION / 8TH GRADE PROMOTION DETAILS

Promotion Day is [DATE] — Everything You Need to Know

Sender: Front Office | 1 week before ceremony

- Arrival time, parking, seating.
- What students should wear, what families can bring.

WEEK 3 — LAST WEEK LOGISTICS

Last Week at [School Name] — What You Need to Know

Sender: Front Office | First day of the last week of school

- Early dismissal schedule, supply return.
- Yearbook distribution, locker cleanout, field day.

WEEK 4 — LAST DAY MESSAGE**The Last Day — Thank You, [School Name] Families**

Sender: Principal | Last day of school

- 'Today is the last day of school. There is always something bittersweet about this moment. The hallways get quieter. The calendar turns. Another year is behind us. Thank you for choosing [School Name]. Thank you for your trust. See you in September.'

READY-TO-SEND COPY

Ready-to-Send Copy — Customize and Go

Each copy block below is a first draft. Fill in the brackets, adjust the tone to match your voice, and send.

COPY BLOCK 1 — Spring Testing Announcement

Subject: Testing Starts [DATE] — What Families Need to Know

Dear [School Name] Families,

[Testing name] begins on [DATE] for students in grades [GRADES]. Here is what you need to know:

Testing will take place [TIME] on [DATES].

Students should arrive on time and bring [ITEMS].

Regular lunch and specials schedules will continue.

Make-up testing will be scheduled for students who are absent.

The best thing you can do to help your child: make sure they get a good night's sleep and eat breakfast before school. Our teachers have prepared them well.

— [Principal Name]

COPY BLOCK 2 — Teacher Appreciation Week

Subject: It's Teacher Appreciation Week

Dear [School Name] Families,

This week we celebrate the people who show up for your children every day. [Personal note about something specific your teachers did this year].

If you would like to recognize a teacher who made a difference for your child, a written note means more than you might think.

Thank you for being partners in this work.

— [Principal Name]

COPY BLOCK 3 — End-of-Year Family Letter**Subject: A Message From [Principal Name] — Reflecting on This Year**

Dear [School Name] Families,

This has been a year of [one specific true thing about the year]. What I keep coming back to: [specific student or school moment or achievement].

Your children grew this year. They learned things they did not know in September. They made connections that will follow them.

Thank you for choosing [School Name]. We will see you in September.

— [Principal Name]

COPY BLOCK 4 — Last Day of School

Subject: The Last Day — Thank You, [School Name] Families

Today is the last day of school. There is always something bittersweet about this moment. The hallways get quieter. The calendar turns. Another year is behind us.

What I know for certain: your children grew this year.

Thank you for choosing [School Name]. Thank you for your trust. Thank you for every email, every question, every note of support along the way.

See you in September.

[Principal Name]

10 Communications Every Principal Should Send Before the Last Day

1. Spring testing announcement (1 week before testing)
2. Teacher Appreciation Week note
3. End-of-year countdown (4 weeks out)
4. Promotion/graduation logistics (1 week before)
5. Final week logistics (Monday of last week)
6. End-of-year family letter (2 weeks before last day)
7. Summer learning resources
8. Fall preview / back-to-school date
9. Staff recognition message to families
10. Last-day message

Copy this checklist. Set calendar reminders for each item. The schools that close the year strong communicate through the end — not just until the last full week. Daystage gives you the platform to make every one of these sends happen in 15 minutes. daystage.com/resources