



# EOY/ASDR Quick Checklist



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**EOY/ASDR - Checklist**

**District:**

**Staff:**

**Final Completion Date/Time:**

**Completed By:**

**ASDR Scheduled For:**

✓	Step	Date	Notes
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**Campus Steps**

Attendance Audit Reports		
End-of-Year Report Cards		
Grade Avg and Class Rank		
AARs and Grade Labels		
TeacherPortal Print/Save SGR4500		
TeacherPortal Save Skills Report Cards		
Grad Plan (Endorsements, Foundation, and Distinguished)		
Year End Status Code		
Leavers Coding Verified		
Graduates Type Code & Grad Date		
Scheduling Transfers		
Any Reverse Scheduling Transfers		
Bil/ESL Summer School Program		
NY Master Schedules		
NY Student Schedules		
Elem Scheduling? Before/After		
Special Education Program NY in Sped		

**District Steps**

PEIMS Submission 3		
PEIMS Resubmission 3?		
PEIMS Submission 4? Before/After		
ESY Services?		
NY Attendance Campus Options		
NY Attendance Calendars		
NY GR Campus Control Options		
Local Program Codes		
Disable TeacherPortal and ParentPortal		
District Move Options in ASDR		
Special Program Options in ASDR		
Campus Move Options in ASDR		

**Backup DB**

Trial Run		
Review Error and Drop Reports		
Make Corrections if Necessary		
Backup DB if Changes Were Made		
Additional Trial Runs		
Review Error and Drop Reports		
Exit ASCENDER Registration Application		

<b>EOY/ASDR - Checklist</b>			
<b>District:</b>			
<b>Staff:</b>			
<b>Final Completion Date/Time:</b>			
<b>Completed By:</b>			
<b>ASDR Scheduled For:</b>			
<input checked="" type="checkbox"/>	<b>Step</b>	<b>Date</b>	<b>Notes</b>
<b>Campus Steps</b>			
	Live Run		
	Review Error, Drop, and Leaver Reports		
<b>After Running ASDR</b>			
	Exit ASCENDER Registration Application		
	Verify That CY and Historical Years Exist		
	Check Current Year Data		
	Print Reports		
	Re-enable TeacherPortal and ParentPortal		