

EOY/ASDR Quick Checklist

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EOY/ASDR Quick Checklist i

EOY/ASDR – Checklist			
District:			
Staff:			
Final Completion Date/Time:			
Completed By:			
ASDR Scheduled For:			
✓	**Step**	**Date**	**Notes**
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 Portals		
	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		

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✓	**Step**	**Date**	**Notes**
Campus Steps			
	Live Run		
	Review Error, Drop, and Leaver Reports		
After Running ASDR			
	Exit ASCENDER Registration Application		
	Verify That CY and Historical Years Exist		
	Check Current Year Data		
	Print Reports		
	Re-enable Portals		