

EOY/ASDR Quick Checklist

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EOY/ASDR - Checklist							
District:							
Staff:							
Final Completion Date/Time:							
Completed By:							
A	SDR Scheduled For:						
1	Step	Date	Not	tes			
C	ampus 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						
D	istrict 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						
В	ackup 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						

E	EOY/ASDR - Checklist					
District:						
Staff:						
Final Completion Date/Time:						
Completed By:						
ASDR Scheduled For:						
1	Step Date	Note	:S			
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 TeacherPortal and ParentPortal					



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