EOY/ASDR Quick Checklist

Table of Contents

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 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			

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

Back Cover