



EOY/ASDR Quick Checklist

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EOY/ASDR - Checklist				
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Staff:				
Final Completion Date/Time:				
Completed By:				
ASDR Scheduled For:				
<input checked="" type="checkbox"/> Step	Date	Notes		
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Trial Run				
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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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District:			
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<input checked="" type="checkbox"/>	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 TeacherPortal and ParentPortal		



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