

EOY/ASDR Quick Checklist

2025/02/23 11:59 i EOY/ASDR Quick Checklist

Table of Contents

2025/02/23 11:59 iv EOY/ASDR Quick Checklist

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

EOY/ASDR - Checklist						
District:						
Staff:						
Final Completion Date/Time:						
Completed By:						
ASDR Scheduled For:						
1	Step Dat	te	Not	es		
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