



eoy_asdr_checklist

Table of Contents

EOY/ASDR - Checklist				
District:				
Staff:				
Final Completion Date/Time:				
Completed By:				
ASDR Scheduled For:				
<input checked="" type="checkbox"/> 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				

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



Back Cover