



# eoy\_asdr\_checklist



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<b>EOY/ASDR - Checklist</b>				
<input checked="" type="checkbox"/>	<b>Step</b>	<b>Date</b>	<b>Notes</b>	
<b>Campus Steps</b>				
	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			
<b>District Steps</b>				
	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			
<b>Backup DB</b>				
	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			
	Live Run			
	Review Error, Drop, and Leaver Reports			
<b>After Running ASDR</b>				
	Exit ASCENDER Registration Application			
	Verify That CY and Historical Years Exist			

<b>EOY/ASDR - Checklist</b>				
<input checked="" type="checkbox"/>	<b>Step</b>	<b>Date</b>	<b>Notes</b>	
<b>Campus Steps</b>				
<input type="checkbox"/>	Check Current Year Data			
<input type="checkbox"/>	Print Reports			
<input type="checkbox"/>	Re-enable TeacherPortal and ParentPortal			



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