student_activation_first_day_counts_checklist

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Student Activation/First Day Counts – Checklist

✔	Step	Completion Date	Completed By	Notes
Before You Begin				
	Annual Student Data Rollover (ASDR) has been run.			
	Date of entry has been set to the first day of school for all students.			
	In Security Admin, access has been granted to individuals authorized to run the following: • Grade Reporting > Maintenance > TeacherPortal Options > Campus > First Day Counts Ctrl • Registration > Utilities > Activate Students • Registration > Utilities > Create No Show Records			
Enter Campus Settings and Inactive Students				
	District: Inactivate all students at the campus.			
Activate Students (Day 1)				
	Teachers: Activate students via TeacherPortal.			
	Campus staff: Activate any remaining students using the Registration utility.			
	Campus staff: Reconcile students per normal campus/district procedures.			
Continue the Process (Day 2 through Final Date)				
	Teachers: Continue activating students as they show up to class.			
	Teachers: Record attendance as normal for all activated students.			
	Campus staff: Correct students who were activated by mistake.			
	Campus staff: Correct students who were marked as No Show by mistake.			
	District: Create No Show records on or shortly after the Final Date.			
	Campus staff: Run SRG2200 report to identify inactive and No Show students.			
	Campus staff: Run SRG2500 report to identify students who had a No Show record on the first day of school.			

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