

## District Setup - Quick Checklist

✓	Step	Breadcrumb
<b>District Profile</b>		
	Enter district demographic information.	Registration > Maintenance > District Profile > District Information > District Maintenance > Demographic Info
	Enter district control settings.	Registration > Maintenance > District Profile > District Information > District Maintenance > Control Info
	Enter district special education information.	Registration > Maintenance > District Profile > District Information > District Maintenance > Special Ed Info
	Enter Attendance Zones.	Registration > Maintenance > District Profile > District Information > District Maintenance > Attendance Zones Options
	Enter Attendance Zones.	Registration > Maintenance > District Profile > District Information > Attendance Zones
	Enter district grade reporting settings.	Grade Reporting > Maintenance > Tables > District Control Table
<b>District Programs</b>		
	Enter district program codes.	Registration > Maintenance > District Profile > Generic Ent/Wd Program Codes
<b>District Code Tables</b>		
	Enter withdrawal reason codes.	Registration > Maintenance > District Profile > Tables > Withdrawal Reasons
	Enter records requested codes.	Registration > Maintenance > District Profile > Tables > Records Requested Codes
	Enter withdrawal clearance check codes.	Registration > Maintenance > District Profile > Tables > Wd Clearance Checks
	Enter country codes.	Registration > Maintenance > District Profile > Tables > Country Codes
	Enter local use codes.	Registration > Maintenance > District Profile > Tables > Local Use Codes
<b>District Master Schedule</b>		
	Enter course types.	Grade Reporting > Maintenance > Tables > Course Type
	Create the district master schedule of classes.	Grade Reporting > Maintenance > Master Schedule > District Schedule
<b>District Attendance Information</b>		

	Enter attendance posting codes.	Attendance > Maintenance > District > Posting Codes
	Set attendance posting options for all campuses.	Attendance > Maintenance > Campus > Campus Options
	Set campus calendars.	Attendance > Maintenance > Campus > Campus Calendar
<b>District Discipline Codes</b>		
	Enter offense codes.	Discipline > Maintenance > Tables > District Level > Offense Codes
	Enter offense level codes.	Discipline > Maintenance > Tables > District Level > Offense Level
	Enter action codes.	Discipline > Maintenance > Tables > District Level > Action Codes
	Enter location codes.	Discipline > Maintenance > Tables > District Level > Location Codes
	Enter Reported By codes.	Discipline > Maintenance > Tables > District Level > Reported By Group
<b>District Health Codes</b>		
	Enter immunization type codes.	Health > Maintenance > Tables > Immunization Type
	Enter medical condition codes.	Health > Maintenance > Tables > Medical Condition
<b>District TeacherPortal Settings</b>		
	Enter district TeacherPortal options.	Grade Reporting > Maintenance > TeacherPortal Options > District > Options
	Enter hint questions for TeacherPortal password recovery.	Grade Reporting > Maintenance > TeacherPortal Options > District > Hint Questions
	Set up TeacherPortal administrative users.	Grade Reporting > Maintenance > TeacherPortal Options > District > Administrative Users
	Enter standards-based grading options (optional).	Grade Reporting > Maintenance > TeacherPortal Options > District > Stds-Based Conv Tbl Grade Reporting > Maintenance > TeacherPortal Options > District > Stds-Based Grd Standards Grade Reporting > Maintenance > TeacherPortal Options > District > Stds-Based Crs Setup
	Enter reading levels (optional).	Grade Reporting > Maintenance > Gradebook Options > District > Reading Levels