

EOY/MTGR Quick Checklist

District _____ Staff _____ Final Completion Date/Time _____ Completed By: _____

MTGR Scheduled For: _____

<u>Step:</u>	✓	<u>Date:</u>	<u>Notes:</u>
Campus Steps			
Attendance Audit Reports			
End-of-Year Report Cards			
AARs and Grade Labels			
Grade Avg and Class Rank			
txGradebook Print/Save SGR4500			
txGradebook Save Skills Report Cards			
Year End Status Code			
Leavers Coding Verified			
Graduates Type Code & Grad Date			
Scheduling Transfers			
Any Reverse Scheduling Transfers			
Bil/ESL Summer School Program			
Generic Program Codes			
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			
Disable txGradebook and txConnect			
District Move Options in MTGR			
Special Program Options in MTGR			
Campus Move Options in MTGR			
Backup DB			
Trial Run			
Review Error, Drop and Leaver Reports			
Make Corrections if Necessary			
Backup DB if Changes Were Made			
2 nd Trial Run			
Review Error, Drop and Leaver Reports			
3 rd Trial Run			
Review Error, Drop and Leaver Reports			
Exit TxEIS Registration Application			
Live Run			
After Running MTGR			
Exit TxEIS Registration Application			
Verify That CY and Historical Years Exist			
Check Current Year Data			
Print Reports			