

Scheduling Preliminary Requirements - Quick Checklist

District: _____ Anticipated Scheduling Completion Date: _____

Team Members: _____

Step	✓	Completion Date	Completed By	Notes
Settings				
Scheduling Options - District				
Scheduling Options - Campus				
txMyZone Message - Campus				
Delete Last Year Data and Create Next Year Courses				
Delete last year scheduling data - Campus				
Delete last year scheduling data - District				
Create next year courses - District				
Create next year courses - Campus				
Create next year proxy courses - Campus				
Transfer Students				
Year-end-status codes - Campus				
Next year campus transfer - Campus				
Team Codes - Campus				
Reports				
Run Preliminary Requirement reports				