

# Scheduling Preliminary Requirements - Quick Checklist

District: \_\_\_\_\_ Anticipated Scheduling Completion Date: \_\_\_\_\_

Team Members: \_\_\_\_\_

Step	✓	Completion Date	Completed By	Notes
<b>Settings</b>				
Scheduling Options - District				
Scheduling Options - Campus				
txMyZone Message - Campus				
<b>Delete Last Year Data and Create Next Year Courses</b>				
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				
<b>Transfer Students</b>				
Year-end-status codes - Campus				
Next year campus transfer - Campus				
Team Codes - Campus				
<b>Reports and Backup</b>				
Run Preliminary Requirement reports				
Export and backup sections				