



eoy_asdr_checklist

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EOY/ASDR - Checklist

District:

Staff:

Final Completion Date/Time:

Completed By:

ASDR Scheduled For:

| <input checked="" type="checkbox"/> | Step | Date | Notes |
|-------------------------------------|------|------|-------|
|-------------------------------------|------|------|-------|

Campus Steps

| | | |
|---|--|--|
| Attendance Audit Reports | | |
| End-of-Year Report Cards | | |
| Grade Avg and Class Rank | | |
| AARs and Grade Labels | | |
| TeacherPortal Print/Save SGR4500 | | |
| TeacherPortal Save Skills Report Cards | | |
| Grad Plan (Endorsements, Foundation, and Distinguished) | | |
| Year End Status Code | | |
| Leavers Coding Verified | | |
| Graduates Type Code & Grad Date | | |
| Scheduling Transfers | | |
| Any Reverse Scheduling Transfers | | |
| Bil/ESL Summer School Program | | |
| 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 | | |
| Local Program Codes | | |
| Disable TeacherPortal and ParentPortal | | |
| District Move Options in ASDR | | |
| Special Program Options in ASDR | | |
| Campus Move Options in ASDR | | |

Backup DB

| | | |
|--|--|--|
| Trial Run | | |
| Review Error and Drop Reports | | |
| Make Corrections if Necessary | | |
| Backup DB if Changes Were Made | | |
| Additional Trial Runs | | |
| Review Error and Drop Reports | | |
| Exit ASCENDER Registration Application | | |

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|-------------------------------------|---|-------------|--------------|
| EOY/ASDR - Checklist | | | |
| District: | | | |
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| Final Completion Date/Time: | | | |
| Completed By: | | | |
| ASDR Scheduled For: | | | |
| <input checked="" type="checkbox"/> | Step | Date | Notes |
| Campus Steps | | | |
| | Live Run | | |
| | Review Error, Drop, and Leaver Reports | | |
| After Running ASDR | | | |
| | Exit ASCENDER Registration Application | | |
| | Verify That CY and Historical Years Exist | | |
| | Check Current Year Data | | |
| | Print Reports | | |
| | Re-enable TeacherPortal and ParentPortal | | |



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