



District Set up Quick Checklist

Table of Contents

District Setup - Quick Checklist

✓ Step	Breadcrumb
District Profile	
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
District Programs	
Enter district program codes.	Registration > Maintenance > District Profile > Generic Ent/Wd Program Codes
District Code Tables	
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
District Master Schedule	
Enter course types.	Grade Reporting > Maintenance > Tables > Course Type
Create the district master schedule of classes.	Grade Reporting > Maintenance > Master Schedule > District Schedule
District Attendance Information	
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
District Discipline Codes	
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

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✓ Step	Breadcrumb
District Profile	
Enter Reported By codes.	Discipline > Maintenance > Tables > District Level > Reported By Group
District Health Codes	
Enter immunization type codes.	Health > Maintenance > Tables > Immunization Type
Enter medical condition codes.	Health > Maintenance > Tables > Medical Condition
District TeacherPortal Settings	
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



Back Cover