



# EOY/ASDR Quick Checklist



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<b>EOY/ASDR - Checklist</b>				
<b>District:</b>				
<b>Staff:</b>				
<b>Final Completion Date/Time:</b>				
<b>Completed By:</b>				
<b>ASDR Scheduled For:</b>				
<input checked="" type="checkbox"/> Step	Date	Notes		
<b>Campus Steps</b>				
Attendance Audit Reports				
End-of-Year Report Cards				
Grade Avg and Class Rank				
AARs and Grade Labels				
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Grad Plan (Endorsements, Foundation, and Distinguished)				
Year End Status Code				
Leavers Coding Verified				
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PEIMS Submission 4? Before/After				
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NY Attendance Calendars				
NY GR Campus Control Options				
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Campus Move Options in ASDR				
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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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<input checked="" type="checkbox"/>	<b>Step</b>	<b>Date</b>	<b>Notes</b>
<b>Campus Steps</b>			
	Live Run		
	Review Error, Drop, and Leaver Reports		
<b>After Running ASDR</b>			
	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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