



## eoy\_asdr\_checklist



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**EOY/ASDR - Checklist**

✓ Step	Date	Notes
<b>Campus Steps</b>		
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		
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NY Master Schedules		
NY Student Schedules		
Elem Scheduling? Before/After		
Special Education Program NY in Sped		
<b>District Steps</b>		
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District Move Options in ASDR		
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Campus Move Options in ASDR		
<b>Backup DB</b>		
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Make Corrections if Necessary		
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Additional Trial Runs		
Review Error and Drop Reports		
Exit ASCENDER Registration Application		
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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