



eoy_asdr_checklist

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EOY/ASDR - Checklist				
<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			
	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			
	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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