



scheduling_manual_checklist

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Scheduling Preliminary Requirements - Quick Checklist**District:****Anticipated Scheduling Completion Date:****Team Members:**

✓ Step	Completion Date	Completed By	Notes
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Settings

Scheduling Options - District			
Scheduling Options - Campus			
StudentPortal Message - Campus			

Delete Last Year Data and Create Next Year Courses

Delete last year scheduling data - Campus			
Delete last year scheduling data - District			
Create next year courses - District			
Create next year courses - Campus			
Create next year proxy courses - Campus			

Transfer Students

Year-end-status codes - Campus			
Next year campus transfer - Campus			
Team Codes - Campus			

Reports

Run Preliminary Requirement reports			
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