

### EOY/MTGR Quick Checklist

District \_\_\_\_\_ Staff \_\_\_\_\_ Final Completion Date/Time \_\_\_\_\_ Completed By: \_\_\_\_\_

MTGR Scheduled For: \_\_\_\_\_

| <u>Step:</u>                              | ✓ | <u>Date:</u> | <u>Notes:</u> |
|---|---|--------------|---------------|
| <b>Campus Steps</b>                       |   |              |               |
| Attendance Audit Reports                  |   |              |               |
| End-of-Year Report Cards                  |   |              |               |
| Grade Avg and Class Rank                  |   |              |               |
| AARs and Grade Labels                     |   |              |               |
| txGradebook Print/Save SGR4500            |   |              |               |
| txGradebook Save Skills Report Cards      |   |              |               |
| Year End Status Code                      |   |              |               |
| Leavers Coding Verified                   |   |              |               |
| Graduates Type Code & Grad Date           |   |              |               |
| Scheduling Transfers                      |   |              |               |
| Any Reverse Scheduling Transfers          |   |              |               |
| Bil/ESL Summer School Program             |   |              |               |
| Generic Program Codes                     |   |              |               |
| NY Master Schedules                       |   |              |               |
| NY Student Schedules                      |   |              |               |
| Elem Scheduling? Before/After             |   |              |               |
| Special Education Program NY in Sped      |   |              |               |
| <b>District Steps</b>                     |   |              |               |
| PEIMS Submission 3                        |   |              |               |
| PEIMS Resubmission 3?                     |   |              |               |
| PEIMS Submission 4? Before/After          |   |              |               |
| ESY Services?                             |   |              |               |
| NY Attendance Campus Options              |   |              |               |
| NY Attendance Calendars                   |   |              |               |
| NY GR Campus Control Options              |   |              |               |
| Disable txGradebook and txConnect         |   |              |               |
| District Move Options in MTGR             |   |              |               |
| Special Program Options in MTGR           |   |              |               |
| Campus Move Options in MTGR               |   |              |               |
| <b>Backup DB</b>                          |   |              |               |
| Trial Run                                 |   |              |               |
| Review Error, Drop and Leaver Reports     |   |              |               |
| Make Corrections if Necessary             |   |              |               |
| Backup DB if Changes Were Made            |   |              |               |
| 2 <sup>nd</sup> Trial Run                 |   |              |               |
| Review Error, Drop and Leaver Reports     |   |              |               |
| 3 <sup>rd</sup> Trial Run                 |   |              |               |
| Review Error, Drop and Leaver Reports     |   |              |               |
| Exit TxEIS Registration Application       |   |              |               |
| Live Run                                  |   |              |               |
| <b>After Running MTGR</b>                 |   |              |               |
| Exit TxEIS Registration Application       |   |              |               |
| Verify That CY and Historical Years Exist |   |              |               |
| Check Current Year Data                   |   |              |               |
| Print Reports                             |   |              |               |