

### EOY/MTGR Quick Checklist

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

| Step  | ✓ | Date | Notes |
|---|---|------|-------|
| <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                    |   |      |       |
| 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                    |   |      |       |
| <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                            |   |      |       |
| Generic Program Codes                                   |   |      |       |
| 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 and Drop Reports                           |   |      |       |
| Make Corrections if Necessary                           |   |      |       |
| Backup DB if Changes Were Made                          |   |      |       |
| Additional Trial Runs                                   |   |      |       |
| Review Error and Drop Reports                           |   |      |       |
| Exit TxEIS Registration Application                     |   |      |       |
| Live Run  |   |      |       |
| Review Error, Drop, and Leaver Reports                  |   |      |       |
| <b>After Running MTGR</b>                               |   |      |       |
| Exit TxEIS Registration Application                     |   |      |       |
| Verify That CY and Historical Years Exist               |   |      |       |
| Check Current Year Data                                 |   |      |       |
| Review Student Attendance Tracks                        |   |      |       |
| Print Reports   |   |      |       |
| Re-enable txGradebook and txConnect                     |   |      |       |