# End Of Year Secretary Checklist 2019-2020

|  |  |  |
| --- | --- | --- |
| Task | Who/When | Completed |
| Submit student retentions through the CCSDAS | All schools must have retentions completed by June 3rd |  |
| Process outstanding withdrawals for current school year | Prior to secretaries leaving for the year |  |
| Run withdrawal code verification report | Prior to secretaries leaving for the year |  |
| Process withdrawal corrections (if applicable) | Prior to secretaries leaving for the year |  |
| Ensure all attendance data has been entered and FILED for the 18/19 school year (see section 4 for specific tasks) | Prior to secretaries leaving for the year |  |
| All attendance records properly boxed and stored according to directions in section 4 | Prior to secretaries leaving for the year |  |
| Ensure all all due process letters have been uploaded for the 18/19 school year (see section 5 for specific tasks) | Prior to secretaries leaving for the year |  |
| All behavior records properly boxed and stored according to the records retention schedule | Prior to secretaries leaving for the year |  |
| Check with administrator to make sure final grades have been entered | This is on principals check list. |  |
| Print report cards, principal review and send  home | Report Cards will not be printed this year. (19/20) |  |
| Run school year end - leaving report | Prior to secretaries leaving for the year |  |
| Prepare and log cumulative records for students leaving your school | Prior to secretaries leaving for the year |  |
| Properly documented address changes completed in infinite Campus | Prior to secretaries leaving for the year |  |
| Fees Audit Report printed and provided to administrator | As indictated by principals |  |
| Locker assignments end dated for 19/20 school year | As indictated by principals |  |
| 19/20 Scheduling task complete | Prior to secretaries leaving for the year |  |