End of Year Secretary Checklist 2022-2023

Task	Due Date	Completed
Submit student retentions through the CCSDAS	All schools must have retentions completed by June 2nd	☐
Process outstanding withdrawals for the 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/UPLOADED/filed for the 22/23 school year	Prior to secretaries leaving for the year	☐
All attendance records properly boxed and stored	Prior to secretaries leaving for the year	☐
Ensure all due process letters have been uploaded for the 22/23 school year	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 the administrator to make sure final grades have been entered	This is on the principals' checklist.	☐
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	Parents are responsible for submitting address changes via Parent Portal.	☐
Fees Audit Report printed and provided to the administrator	As indicated by principals	☐
Locker assignments end dated for 22/23 school year	As indicated by principals	☐
22/23 Scheduling tasks complete	Prior to secretaries leaving for the year	☐