

End of Year Secretary Checklist 2023-2024

| Task | Due Date | Completed |
|---|---|--------------------------|
| Submit student retentions through the CCSDAS | All schools must have retentions completed by June 3rd | <input type="checkbox"/> |
| Process outstanding withdrawals for the current school year | Prior to secretaries leaving for the year | <input type="checkbox"/> |
| Run withdrawal code verification report | Prior to secretaries leaving for the year | <input type="checkbox"/> |
| Process withdrawal corrections (if applicable) | Prior to secretaries leaving for the year | <input type="checkbox"/> |
| Ensure all attendance data has been entered/ UPLOADED/filed for the 23/24 school year | Prior to secretaries leaving for the year | <input type="checkbox"/> |
| All attendance records properly boxed and stored | Prior to secretaries leaving for the year | <input type="checkbox"/> |
| Ensure all due process letters have been uploaded for the 23/24 school year | Prior to secretaries leaving for the year | <input type="checkbox"/> |
| All behavior records properly boxed and stored according to the records retention schedule | Prior to secretaries leaving for the year | <input type="checkbox"/> |
| Check with the administrator to make sure final grades have been entered | This is on the principals' checklist. | <input type="checkbox"/> |
| Run school year end - leaving report | Prior to secretaries leaving for the year | <input type="checkbox"/> |
| Prepare and log cumulative records for students leaving your school | Prior to secretaries leaving for the year | <input type="checkbox"/> |
| Properly documented address changes completed in infinite Campus | Parents are responsible for submitting address changes via Parent Portal. | <input type="checkbox"/> |
| Fees Audit Report printed and provided to the administrator | As indicated by principals | <input type="checkbox"/> |
| Locker assignments end dated for 23/24 school year | As indicated by principals | <input type="checkbox"/> |
| 24/25 Scheduling tasks complete | Prior to secretaries leaving for the year | <input type="checkbox"/> |