

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 2nd	<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"/>
23/24 Scheduling tasks complete	Prior to secretaries leaving for the year	<input type="checkbox"/>