

# End of Year Secretary Checklist 2023-2024

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