End Of Year Secretary Checklist 2018-2019

Key: yellow highlight = make sure info is linked/available

Task	Elementary Due Date	Middle Due Date	High Due Date	Woodcrest Due Date	Completed
	03 Jun 2019	03 Jun 2019	03 Jun 2019	03 Jun 2019	☐

Task	Elementary Due Date	Middle Due Date	High Due Date	Woodcrest Due Date	Completed

Submit student retentions through the CCSDAS					
	11 Jun 2019	13 Jun 2019	13 Jun 2019	11 Jun 2019	☐

Process outstanding withdrawals for current school year					
	11 Jun 2019	13 Jun 2019	13 Jun 2019	11 Jun 2019	☐

Run withdrawal code verification report					
	11 Jun 2019	13 Jun 2019	13 Jun 2019	11 Jun 2019	☐

Process withdrawal corrections (if applicable)					
	31 May 2019	10 Jun 2019	10 Jun 2019	06 Jun 2019	☐

Ensure all attendance data has been entered and FILED for the 18/19 school year (see section 4 for specific tasks)					
	11 Jun 2019	11 Jun 2019	11 Jun 2019	11 Jun 2019	☐

All attendance records properly boxed and stored according to directions in section 4					
	31 May 2019	31 May 2019	03 Jun 2019	06 Jun 2019	☐

Ensure all behavior data has been entered and all due process letters have been uploaded for the 18/19 school year (see section 5 for specific tasks)					
	11 Jun 2019	31 May 2019	03 Jun 2019	06 Jun 2019	☐

All behavior records properly boxed and stored according to the records retention schedule					
	30 May 2019	30 May 2019	30 May 2019	06 Jun 2019	☐

Check with administrator to make sure final grades have been entered					
	30 May 2019	03 Jun 2019 (mail)	03 Jun 2019 (mail)	06 Jun 2019	☐

Print report cards, principal review and send home					
	11 Jun 2019	31 May 2019	03 Jun 2019	06 Jun 2019	☐

Run school year end - leaving report					
	11 Jun 2019	31 May 2019	03 Jun 2019	06 Jun 2019	☐

Prepare and log cumulative records for students leaving your school					
	11 Jun 2019	31 May 2019	03 Jun 2019	06 Jun 2019	☐

Properly documented address changes completed in infinite Campus					
			03 Jun 2019	10 Jun 2019	☐

Fees Audit Report printed and provided to administrator	*N/A*	*N/A*			
		13 Jun 2019	11 Jun 2019		☐

Locker assignments end dated for 17/18 school year	*N/A*			*N/A*	
	11 Jun 2019			11 Jun 2019	☐
	N/A			*N/A*	

18/19 Scheduling task complete		N/A	N/A		