



Infinite Campus Dashboard / Year-End Process Meetings / 2018 - 2019  

## End Of Year Secretary Checklist 2018-2019

Created by Brandi Meyers

Last updated just a moment ago by Nicole Beyer

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

TASK	ELEMENTARY DUE DATE	MIDDLE DUE DATE	HIGH DUE DATE	WOODCREST DUE DATE	COMPLETED
SUBMIT STUDENT RETENTIONS THROUGH THE CCSDAS	03 Jun 2019	03 Jun 2019	03 Jun 2019	03 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)	11 Jun 2019	13 Jun 2019	13 Jun 2019	11 Jun 2019	
ENSURE ALL ATTENDANCE DATA HAS BEEN ENTERED AND FILED FOR THE 18/19 SCHOOL YEAR (SEE SECTION 4 FOR SPECIFIC TASKS)	31 May 2019	10 Jun 2019	10 Jun 2019	06 Jun 2019	
ALL ATTENDANCE RECORDS PROPERLY BOXED AND STORED ACCORDING TO DIRECTIONS IN SECTION 4	11 Jun 2019	11 Jun 2019	11 Jun 2019	11 Jun 2019	

TASK	ELEMENTARY DUE DATE	MIDDLE DUE DATE	HIGH DUE DATE	WOODCREST DUE DATE	COMPLETED
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)	31 May 2019	31 May 2019	03 Jun 2019	06 Jun 2019	
ALL BEHAVIOR RECORDS PROPERLY BOXED AND STORED ACCORDING TO THE RECORDS RETENTION SCHEDULE	11 Jun 2019	31 May 2019	03 Jun 2019	06 Jun 2019	
CHECK WITH ADMINISTRATOR TO MAKE SURE FINAL GRADES HAVE BEEN ENTERED	30 May 2019	30 May 2019	30 May 2019	06 Jun 2019	
PRINT REPORT CARDS, PRINCIPAL REVIEW AND SEND HOME	30 May 2019	03 Jun 2019 (mail)	03 Jun 2019 (mail)	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	11 Jun 2019	31 May 2019	03 Jun 2019	06 Jun 2019	

TASK	ELEMENTARY DUE DATE	MIDDLE DUE DATE	HIGH DUE DATE	WOODCREST DUE DATE	COMPLETED
FEES AUDIT REPORT PRINTED AND PROVIDED TO ADMINISTRATOR	N/A	N/A	03 Jun 2019	10 Jun 2019	
LOCKER ASSIGNMENTS END DATED FOR 17/18 SCHOOL YEAR	N/A	13 Jun 2019	11 Jun 2019	N/A	
18/19 SCHEDULING TASK COMPLETE	11 Jun 2019	N/A	N/A	11 Jun 2019	

No labels 

Department of Accountability & Other Support Services  
 Division of Information Management