



End of Year Checklist

It's the end of a another school year! Check the list below to be sure you've completed all of your eSD End of Year tasks.

- Download and save a copy of your Access Database
- Generate final runs of all grade reports
 - Report Cards
 - Transcripts
 - SBRC
- Create groups or identify students being retained
- Complete ALL scheduling runs and load schedules before setting a date for bit flip.**

The bit flip process cannot be undone! It is the district's responsibility to ensure that all scheduling runs are complete, and the master schedule has been loaded. The scheduling engine cannot be run once the school year is advanced.
- Consider removing the Schedule tab from portals
- Review GuruBoards and API Zaps