

# eSchoolPlus End of Year Checklist

<b>DISTRICT:</b>		<b>SCHOOL YEAR: 2020</b>	
<p><b>General:</b> To help ensure a successful rollover and archiving of forms that cannot be reproduced after rollover, we have created this checklist to be completed, signed and returned <b>three business days</b> before your District's scheduled rollover date. Your rollover will not be processed without it and will be rescheduled to the next available date.</p> <p><b>Steps before Rollover:</b> These are steps we recommend be completed before the rollover process. All may not apply but many of the processes here cannot be reproduced or regenerated after rollover.</p> <p><b>Steps after Rollover:</b> These are reminders of things to do after the rollover has been completed and the transition has been made to the new school year.</p> <p><b>Return info:</b> Please sign and return this form three business days before your district's scheduled rollover date. Attach to a Service Now Ticket or fax to 607-757-3000 or email to <a href="mailto:eSchool@btboces.org">eSchool@btboces.org</a>.</p>			
DISTRICT PERSONNEL - STEPS TO DO BEFORE ROLLOVER (check off and initial all that apply once completed)			Initial
Enter the first day of the new school year.		<input type="checkbox"/>	_____
Run and archive a Student/Lite and Student Entry/Exit download and extract. It is recommended to save a final copy of all NYS extracts before rollover.	Current year Student/Lite and Entry/Exit full downloads and extracts cannot be generated after rollover. <ul style="list-style-type: none"> <li>You may also want to save a copy of all extracts.</li> </ul>	<input type="checkbox"/>	_____
Complete SA129 / AT6 reports	These State attendance documents need to be completed prior to rollover. Generate for Semester 1, Semester 2, and Full year and give to the business official.	<input type="checkbox"/>	_____
Recalculate Horizontal Averages and Credit	If any mark changes have been made after final report cards were generated, the average and credit calculation from the report card procedure should be redone to reflect these changes. THIS ALSO MUST BE DONE PRIOR TO PERMANENT RECORD LABELS BEING GENERATED.	<input type="checkbox"/>	_____
Run and save a copy of any needed Mark Reporting reports – example: COGNOS Mark Distribution reports and Report Card reports	If your district needs to generate these types of reports including failure lists for their records they should be generated before rollover.	<input type="checkbox"/>	_____
Generate and store a Standards based report card file for the current year	If your district generates a Standards Based report card, these cannot be reproduced after rollover.	<input type="checkbox"/>	_____
If you are a ClearTrack district, run the COGNOS ClearTrack discipline extract for your CSE Chairperson.	Path: COGNOS > Discipline Reports > Extracts > ClearTrack200 Discipline Extract	<input type="checkbox"/>	_____
Prior To Rollover Disable HAC as needed.	For each building: deselect <b>Enable Home Access Center</b> or deselect individual options to limit what parents see during summer: Path: Administration>HAC Setup>HAC Building Configuration	<input type="checkbox"/>	_____
Do you want all News items purged for the next school year? Path: My eSchoolPlus>All>Entry>News	All News items will be purged unless you indicate that you do not want us to perform this action. <input type="checkbox"/> Yes, purge News. <input type="checkbox"/> No, do not purge news.		_____
DISTRICT PERSONNEL - STEPS TO REMEMBER TO DO AFTER ROLLOVER (These are steps to do on or before the first day of school.)			
Run your FINAL Entry/Exit download and extract <u>after</u> year end rollover	All districts need to do a final entry/exit download and extract to load to level 0 those who have ended on June 30 and DO NOT have a withdraw code of 200. <b>(See instruction document on our webpage for correct extract filter.)</b>		

	<b>Date Done</b> _____
<b>Turn off scheduling notifications for added and dropped courses until a few days into the new school year.</b>	Once you are ready for Teachers to receive add drop scheduling notifications for their courses turn this feature back on. Path: Administration>General Setup>District Notifications>Scheduling
<b>Enable HAC or turn on disabled features</b>	For each building: Select <b>Enable Home Access Center</b> or select individual options. Path: Administration>HAC Setup>HAC Building Configuration What date should HAC be turned back on? _____

**I verify that I have completed the pre-rollover steps that apply and our district is ready for rollover**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_