



## MDECA Back to School Checklist – Items that need to be verified before the 1<sup>st</sup> day of school. (Can be completed in any order.)



Task	Completed	Initials
<b>Student:</b>		
Enroll new students in 08/09. ( <i>Student Registration Procedural Checklist</i> ) <i>Home » SIS » Registration Wizard or Home » SIS » Registration</i>	<input type="checkbox"/>	
Enter contact information for newly registered students. ( <i>Student Registration Procedural Checklist</i> ) <i>Home » SIS » Student » Contacts</i>	<input type="checkbox"/>	
Update profiles of existing students. <i>Home » SIS » Student » Edit Profile</i>	<input type="checkbox"/>	
Update contact information for existing students. <i>Home » SIS » Student » Contacts</i>	<input type="checkbox"/>	
Use registration wizard or student transfer to enroll students in 08/09 that were missed by promotion. ( <i>Student Registration Procedural Checklist</i> ) <i>Home » SIS » Registration Wizard or Home » SIS » Registration or Home » SIS » Student » Student Transfer</i>	<input type="checkbox"/>	
Process students who have withdrawn over the summer. ( <i>Withdrawing students Procedural Checklist</i> ) <i>Home » SIS » Student » Withdraw Student</i>	<input type="checkbox"/>	
Ensure all Resident Attending Elsewhere students are assigned to the non-attending calendar. (Hint: Use Advance Search to search for R status students and flip thru them to ensure they are assigned to the non-attending calendar.) <i>Home » SIS » Student » Edit Profile</i>	<input type="checkbox"/>	
Assign lockers if applicable. ( <i>Assigning Lockers to Student Procedural Checklist</i> ) <i>Home » Management » Ad-Hoc Updates » Locker Bulk Assignment</i>	<input type="checkbox"/>	
Assign homerooms if applicable. ( <i>Homeroom Step by Step Checklist</i> ) <i>Home » Management » Ad-Hoc Updates » Homeroom Bulk Assignment</i>	<input type="checkbox"/>	
Assign counselors if applicable. ( <i>Assigning Counselors to Students Procedural Checklist</i> ) <i>Home » Management » Ad-Hoc Updates » Counselor Bulk Assignment</i>	<input type="checkbox"/>	
<b>Attendance:</b>		
Configure DASL Options – Attendance tab for either period or daily attendance. ( <i>Attendance Procedural Checklist</i> ) <i>Home » Management » School Administration » DASL Options</i>	<input type="checkbox"/>	
Verify attendance codes are set up properly in Attendance Maintenance. ( <i>Attendance Procedural Checklist</i> ) <i>Home » Management » School Administration » Attendance Administration</i>	<input type="checkbox"/>	
<b>Staff/Security:</b>		
Make any needed changes to staff and staff job functions on View Staff Members page. ( <i>Security Procedural Checklist</i> ) <i>Home » Management » Security » View Staff Members</i>	<input type="checkbox"/>	
Add impersonations to applicable staff on the View Users page. Impersonations don't copy up from year to year. Impersonations allow you to view students in EZ Query and allow non-teachers to view students in the Teacher Menu. ( <i>Security Procedural Checklist</i> ) <i>Home » Management » Security » View Users</i>	<input type="checkbox"/>	
Update EMIS fields on courses. ( <i>Course Setup – Course Group Setup Step by Step Checklist or DASL EMIS End User Documentation</i> ) <i>Home » Management » School Administration » Scheduling Administration » Course Maintenance » Courses</i>	<input type="checkbox"/>	
Continue processing schedule changes for existing students and add schedules for new students who weren't enrolled at the time scheduling initially took place. ( <i>Elementary Scheduling Step by Step or Batch Scheduler Step by Step</i> ) <i>Home » SIS » Student » Student Schedule » Request Assignments or Home » SIS » Scheduling » Course Section Assignments</i>	<input type="checkbox"/>	

<b>Task</b>	<b>Completed</b>	<b>Initials</b>
Verify course section assignments have the correct start date. <i>Home » SIS » Student » Student Schedule » Request Assignments or Home » SIS » Scheduling » Course Section Assignments</i>	<input type="checkbox"/>	
<b>Finalize the 08/09 schedule in DASL Options – Scheduling tab.</b> <i>Home » Management » School Administration » DASL Options</i>	<input type="checkbox"/>	
Print Class Lists (R703). The R703 lists each student assigned to a specific class. <i>(Report Card Processing Procedural Checklist) Home » SIS » Marks » Marks Reports » Class List Formatter (R703)</i>	<input type="checkbox"/>	
Print Schedules (R701) <i>(Batch Scheduler Step by Step)</i> <i>Home » SIS » Scheduling » Scheduling Reports » Schedule Card Formatter (R701)</i>	<input type="checkbox"/>	
	<input type="checkbox"/>	
<b>Fees: optional</b>		
Verify proration tables are set up and linked to fees. <i>(Fee Accounting Procedural Checklist) Home » Management » School Administration » Fees Administration » Prorated Fee Schedules</i>	<input type="checkbox"/>	
Verify and update course fees, membership fees, general fees, and miscellaneous fees. <i>(Fee Accounting Procedural Checklist)</i> <i>Home » Management » School Administration » Fees Administration</i>	<input type="checkbox"/>	
Make sure Uses Fees and Has Fees Assigned are checked in DASL Options – Fees tab. <i>(Fee Accounting Procedural Checklist)</i> <i>Home » Management » School Administration » DASL Options</i>	<input type="checkbox"/>	
<b>Bulk Assign fees.</b> <i>(Fee Accounting Procedural Checklist)</i> <i>Home » Management » Ad-Hoc Updates » Student Fee Assignment</i>	<input type="checkbox"/>	
	<input type="checkbox"/>	
<b>Marks:</b>		
Define whether the building is using Alpha or Numeric marks in DASL Options – Marks tab. <i>(School Year Initialization Step by Step or Report Card Processing Procedural Checklist)</i> <i>Home » Management » School Administration » DASL Options</i>	<input type="checkbox"/>	
<b>School Building:</b>	<input type="checkbox"/>	
Set-up District Registration Defaults <i>(School Setup &amp; Configuration)</i> <i>Home – Management – School Administration – School Building Administration – Registration Defaults</i> Please make sure your district is in context when setting District Registration Defaults.	<input type="checkbox"/>	
Set-up Building Registration Defaults <i>(School Setup &amp; Configuration)</i> <i>Home – Management – School Administration – School Building Administration – Registration Defaults</i>	<input type="checkbox"/>	
Verify course terms are correct and linked to the proper schedule terms. <i>(School Year Initialization Step by Step or Report Card Processing Procedural Checklist)</i> <i>Home » Management » School Administration » Scheduling Administration » Initialization » Course Terms</i>	<input type="checkbox"/>	
Verify each reporting term has the correct start and stop date. <i>(School Year Initialization Step by Step or Report Card Processing Procedural Checklist)</i> <i>Home » Management » School Administration » Scheduling Administration » Initialization » Reporting Terms Maintenance</i>	<input type="checkbox"/>	
Verify the school's master calendar is correct. Pay close attention to the start and stop dates and planned and actual day counts. <i>(Calendar Step by Step)</i> <i>Home » Management » School Administration » Scheduling Administration » Master Calendar</i>	<input type="checkbox"/>	
Verify Sub-calendars are set up correctly. <i>(Calendar Step by Step)</i> <i>Home » Management » School Administration » Scheduling Administration » Sub-Calendars</i>	<input type="checkbox"/>	
Update building information such as Principal name on School Demographics page. <i>Home » Management » School Administration » School Building Administration » School Demographics</i>	<input type="checkbox"/>	