

## CHECKLIST

### July/August

<input type="checkbox"/>	Review Student Class Layout and other documents	Make note of changes, if available.
<input type="checkbox"/>	Identify Data Sources and Points of Contact	Know who your contacts are for data not in the SIS system. Make sure they are aware early of what you will need, what it means, and when you will need it.
<input type="checkbox"/>	Establish Timelines for Collecting Data	Decide when you will collect the various types of data
<input type="checkbox"/>	Determine Internal Deadlines for Data Review and State Reporting	Dates should be prior to the GaDOE deadlines to allow time to review the data.
<input type="checkbox"/>	Complete Student Identity Data Updates and Verification	Verify accuracy in GUIDE; Claim Students as needed
<input type="checkbox"/>	Conduct Internal Training for Schools and District Staff	
<input type="checkbox"/>	Identify Special Education Students – Verify information with Special Education Teachers (or District level contact)	GUIDE, SLDS, Special Education History Report, Student Record Cleansing, Permanent Records
<input type="checkbox"/>	Verify Student Schedules and Teacher Assignments	Students schedules should be correct and complete by the end of August and reported at home school.
<input type="checkbox"/>	Verify course information for Dual Enrollment students	
<input type="checkbox"/>	Make Corrections as Needed	
<input type="checkbox"/>	Identify and Meet Network Contacts	Join SIS user group, build relationships with other coordinators, build relationship with GaDOE contacts in Data Collections and Customer Support
<input type="checkbox"/>	Attend the Data Conference	This conference provides updates on state reporting requirements for the school year.

### October

<input type="checkbox"/>	Upload SC	
<input type="checkbox"/>	Review SC Reports, Student Reports, Alternate Master Report, Dual Enrollment/Self-Pay course report, Student Class Delivery Model Reports and Teacher Reports.	Organize errors and work to correct them.
<input type="checkbox"/>	Check all services for students are coded correctly. EIP, ESOL, SP.ED. and Gifted.	
<input type="checkbox"/>	Check ONLINE COURSE's are coded if there is a service being provided in the online class. Example: EIP, ESOL, SP.ED. and Gifted. (The course number does not have to be xx.3) Please review the ONLINE COURSE documentation.	
<input type="checkbox"/>	Participate in trainings, webinars, conference calls as needed	
<input type="checkbox"/>	Ensure Course Data are Correct and Ready for Upload	
<input type="checkbox"/>	Continue SC Uploads for Each School in District	
<input type="checkbox"/>	Continue to Have Schools Review SC Reports	Review all reports

<input type="checkbox"/>	Apply Vendor Upgrades or Patches and Test Extracts as Needed	
<input type="checkbox"/>	Participate in trainings, webinars, conference calls as needed	
<input type="checkbox"/>	Identify Special Education Students – Verify information with Special Education Teachers (or District level contact)	GUIDE, SC
<input type="checkbox"/>	Ensure Superintendent Sign Off is Completed	SC is not completed until the Superintendent signs off.

## March

<input type="checkbox"/>	Upload SC	
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## May/June

<input type="checkbox"/>	Upload SC	
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<input type="checkbox"/>	Check all services for students are coded correctly. EIP, ESOL, SP.ED. and Gifted.	
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<input type="checkbox"/>	Continue to Have Schools Review SC Reports	Review all reports
<input type="checkbox"/>	Apply Vendor Upgrades or Patches and Test Extracts as Needed	
<input type="checkbox"/>	Participate in trainings, webinars, conference calls as needed	
<input type="checkbox"/>	Identify Special Education Students – Verify information with Special Education Teachers (or District level contact)	GUIDE, SC
<input type="checkbox"/>	Verify Grades have been posted. (Not just 'Z' grades)	Check Grade Reports in SC. (Course Summary Report and Final Grade Report).
<input type="checkbox"/>	Ensure Superintendent Sign Off is Completed	SC is not completed until the Superintendent signs off.

SAMPLE