

End of Year Preparation Checklist

- Validate School Enrollments**
- Validate Section Enrollments**
- Print State Reports**
- Print (Optional / Recommended) Reports** *(if applicable)*
- Create Years and Terms**
- Notify District Office Add Grade Level** *(if applicable)*
- Assign Next School Indicators**
- Assign Next Year Grade Values**
- Notify District Office Copy Master Schedule** *(if applicable)*
- PowerScheduler Committed** *(if applicable)*
- Print Meal Transactions and PowerLunch Reports** *(if applicable)*