



## LEA Checklist for End of School Year & Start of New School Year

### Overview

This document outlines tasks for LEAs to complete for the end of 2016-17 school year and the start of 2017-18 school year.

### Checklists

#### Offering Summer School? Students need DC One Cards?

✓	Tasks	Start Date	End Date
<input type="checkbox"/>	Sign up for eSchoolPLUS calendar training	March 23	April 10
<input type="checkbox"/>	Attend eSchoolPLUS calendar creation training	April 4	April 11
<input type="checkbox"/>	Create summer school calendar in eSchoolPLUS	April 4	April 21
<input type="checkbox"/>	Download summer school roster template from the OSSE Summer School SY16/17 QuickBase application	June 1	June 9
<input type="checkbox"/>	Upload summer school roster template in OSSE Summer School SY16/17 QuickBase application	June 1	June 9
<input type="checkbox"/>	Add any additional student in the OSSE Summer School SY16/17 QuickBase application	June 12	End of Summer School

#### Offering ESY?

✓	Tasks	Start Date	End Date
<input type="checkbox"/>	Provide OSSE with LEA's ESY site locations	March 23	April 10
<input type="checkbox"/>	Sign up for eSchoolPLUS calendar training	March 23	April 10
<input type="checkbox"/>	Sign up for SLED ESY Training	March 23	April 10
<input type="checkbox"/>	Complete amended IEPs for ESY and ESY transportation in SEDS	March 23	April 30
<input type="checkbox"/>	Complete TOTE for ESY transportation	March 23	May 1
<input type="checkbox"/>	Attend eSchoolPLUS calendar creation training	April 4	April 11
<input type="checkbox"/>	Create ESY calendar in eSchoolPLUS	April 4	April 21
<input type="checkbox"/>	Attend SLED ESY training	April 4	April 11
<input type="checkbox"/>	Access SLED ESY module to verify roster(s)	May 1	1 week before the start of ESY
<input type="checkbox"/>	Review Qlik for Unified Data Error (UDE) report for ESY errors	May 2	End of ESY
<input type="checkbox"/>	Completed ESY attendance for students	Ongoing during ESY	5 days after ESY ends
<input type="checkbox"/>	Complete ESY Services in SEDS	Ongoing during ESY	5 days after ESY ends

✓	Tasks	Start Date	End Date
<input type="checkbox"/>	Complete ESY Progress Reports in SEDS	Ongoing during ESY	5 days after ESY ends

### Year End Transition (YET)

✓	Tasks	Start Date	End Date
<input type="checkbox"/>	Complete all conflicts and errors in LEA Membership Tracker	--	July 6
<input type="checkbox"/>	Exit all students in SIS for 2016-17 school year	July 1	July 6
<input type="checkbox"/>	Attend orientation for new LEA Data Managers	June 29	June 29

### Start of 2017-18 School Year

✓	Tasks	Start Date	End Date
<input type="checkbox"/>	Attend eSchoolPLUS calendar creation training	April 4	April 12
<input type="checkbox"/>	Create 2017-18 school calendar(s) in eSchoolPLUS	April 4	June 2
<input type="checkbox"/>	Update points of contacts in eSchoolPLUS	April 4	Ongoing
<input type="checkbox"/>	Receive and review SY17-18 LEA Data Collection Template	April 28	Ongoing
<input type="checkbox"/>	Update LEA SIS with the following: 1. Entry and Exit Codes per the OSSE Entry and Exit Guidance 2. New fields per the SY17-18 LEA Data Collection Template	April 28	First day of School
<input type="checkbox"/>	Complete the LEA Data Mapping Tool	May 1	3 weeks before the first day of School
<input type="checkbox"/>	Schedule LEA SIS Configuration session for SIS mapping to ADT in the LEA Data Mapping Tool	May 1	3 week before the first day of School
<input type="checkbox"/>	Complete the LEA SIS Configuration session for SIS mapping to ADT	May 1	1 week before the first day of School
<input type="checkbox"/>	Review Qlik Early Access application	May 1	October 5
<input type="checkbox"/>	Verify data is feeding to SLED accurately	July 10	Ongoing
<input type="checkbox"/>	Complete TOTE for transportation	July 10	Ongoing
<input type="checkbox"/>	Attend Duplicative Enrollment training	TBD	TBD
<input type="checkbox"/>	Resolve duplicative enrollments	July 10	Ongoing
<input type="checkbox"/>	Review Qlik for Unified Data Error (UDE) report for errors	July 10	Ongoing