



FY17 Period G Checklist Quick Reference

Task	Completed	Initials
1st Set of Tasks: Tasks that can be completed before school is finished		
Task 1: Bulk Update CORE Summary Records (Optional) <i>Refer to Bulk Update Core Subject Area or Dual Credit & Bulk Update Manual Course History Core Subject Area or Dual Credit Step by Step Checklists</i>	<input type="checkbox"/>	
Task 2: Flag Courses and/or Course History with Dual Credit Option <i>StudentInformation - Management - School Administration – Scheduling Administration – Course Maintenance - Courses</i>	<input type="checkbox"/>	
Task 3: Update Student College Credit values for Dual Credit Courses <i>StudentInformation - Management – AdHoc Updates – College Credit Maintenance</i>	<input type="checkbox"/>	
Task 4: Run CRSE Report to verify courses are marked appropriately <i>StudentInformation - SIS – Scheduling – Scheduling Reports – Course Curriculum (CRSE)</i>	<input type="checkbox"/>	
Task 5: Update Graduation Date and Diploma Type <i>StudentInformation - Management - Ad-Hoc Updates – Update Graduation Date StudentInformation - Management - Ad-Hoc Updates – Update Diploma Type</i>	<input type="checkbox"/>	
Task 6: Verify graduating Seniors have been Power Withdrawn from your district <i>StudentInformation – Management – Power Withdraw</i>	<input type="checkbox"/>	
Task 7: Set up Ad-Hoc Groups for Student Graduate Fields <i>StudentInformation - My Account - Ad Hoc Memberships</i>	<input type="checkbox"/>	
Task 8: Run Student Profile Bulk Update to update FN Graduate Fields <i>StudentInformation - Management - Ad Hoc Updates - Student Profile Bulk Update</i>	<input type="checkbox"/>	
2nd Set of Tasks: Can be completed after the first set of tasks is complete		
Task 9: Run Graduate CORE Summary Verify/Update <i>StudentInformation - EMIS - Graduate Reporting Period (G) - Graduate CORE Summary Verify / Update</i>	<input type="checkbox"/>	
Task 10: Create Student Graduate CORE Summary Record <i>StudentInformation - EMIS - Graduate - Student CORE Summary Verify/ Update</i>	<input type="checkbox"/>	
Task 11: Make corrections to Student CORE Summary <i>StudentInformation - EMIS - Graduate Reporting Period (G) - Student Graduate CORE Summary Maint</i>	<input type="checkbox"/>	
Task 12: Run Graduate Demographic / Attributes Verify <i>StudentInformation - EMIS - Graduate Reporting Period (G) - Graduate Demographic / Attributes Verify</i>	<input type="checkbox"/>	
Task 13: Verify that all reportable Assessment Records are on file for Summer Graduates	<input type="checkbox"/>	
Task 14: Process Graduate/OGT Summer Verify <i>StudentInformation - EMIS - Graduate Reporting Period (G) - Graduate/Summer OGT Verify</i>	<input type="checkbox"/>	
Task 15: Withdraw Summer Grads in the 17/18 School year with Code 99 <i>StudentInformation – SIS – Student– Withdraw Student</i>	<input type="checkbox"/>	
Task 16: Register Grad Only Students in 16/17 using the Registration Wizard <i>StudentInformation – SIS – Registration Wizard</i>	<input type="checkbox"/>	
Task 17: Run Review District EMIS Run Requests <i>StudentInformation – EMIS – Verify EMIS Run Requests</i>	<input type="checkbox"/>	
Task 18: Period G Transfers <i>StudentInformation – EMIS – Graduate Reporting Period (G)</i>	<input type="checkbox"/>	
Task 19 Run the Collection	<input type="checkbox"/>	