SYI Quick Reference

Task	Completed	Initials
Task #1 – Verify the 16/17 school year appears in the dropdown	☐	
Task #2 - Initialize the ITC level for the new school year *StudentInformation » Management » School Administration » School Year Initialization » Execute Tasks*	☐	
Task #3 - Initialize the District level for the new school year *StudentInformation » Management » School Administration » School Year Initialization » Execute Tasks*	☐	
Task #4 - Run Calendar Wizard at the building level *StudentInformation » Management » School Administration » School Building Administration » Calendar Wizard*	☐	
Task #5 - Complete the Follow-up Checklist before continuing *StudentInformation » Management » School Administration » School Year Initialization » Follow-up Checklist*	☐	
Task #6 - Run the first set of initialization tasks at the building level *StudentInformation » Management » School Administration » School Year Initialization » Execute Tasks*	☐	
Task #7 - Complete the Follow-up Checklist for the first pass *StudentInformation » Management » School Administration » School Year Initialization » Follow-up Checklist*	☐	
Task #8 - Run the second set of initialization tasks at the building level *StudentInformation » Management » School Administration » School Year Initialization » Execute Tasks*	☐	
Task #9 - Complete the Follow-up Checklist for the second pass *StudentInformation » Management » School Administration » School Year Initialization » Follow-up Checklist*	☐	
Task #10 - Run the third set of initialization tasks at the building level *StudentInformation » Management » School Administration » School Year Initialization » Execute Tasks*	☐	
Task #11 - Complete the Follow-up Checklist for the third pass *StudentInformation » Management » School Administration » School Year Initialization » Follow-up Checklist*	☐	
Task #12 - Create Default Result Set *StudentInformation » Management » School Administration » Scheduling Administration » Scheduler » Schedule Result Sets*	☐	