



## School Year Initialization (SYI) Quick Reference

Task	Completed	Initials
Task #1 – Verify the 19/20 school year appears in the dropdown.	<input type="checkbox"/>	
Task #2 - Initialize the ITC level for the new school year. <i><u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">School Year Initialization</a></u> » <u><a href="#">Execute Tasks</a></u></i>	<input type="checkbox"/>	
Task #3 - Initialize the District level for the new school year. <i><u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">School Year Initialization</a></u> » <u><a href="#">Execute Tasks</a></u></i>	<input type="checkbox"/>	
Task #4 - Run Calendar Wizard at the building level. <i><u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">School Building Administration</a></u> » <u><a href="#">Calendar Wizard</a></u></i>	<input type="checkbox"/>	
Task #5 - Complete the Follow-up Checklist before continuing. <i><u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">School Year Initialization</a></u> » <u><a href="#">Follow-up Checklist</a></u></i>	<input type="checkbox"/>	
Task #6 - Run the first set of initialization tasks at the building level. <i><u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">School Year Initialization</a></u> » <u><a href="#">Execute Tasks</a></u></i>	<input type="checkbox"/>	
Task #7 - Complete the Follow-up Checklist for the first pass. <i><u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">School Year Initialization</a></u> » <u><a href="#">Follow-up Checklist</a></u></i>	<input type="checkbox"/>	
Task #8 - Run the second set of initialization tasks at the building level. <i><u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">School Year Initialization</a></u> » <u><a href="#">Execute Tasks</a></u></i>	<input type="checkbox"/>	
Task #9 - Complete the Follow-up Checklist for the second pass. <i><u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">School Year Initialization</a></u> » <u><a href="#">Follow-up Checklist</a></u></i>	<input type="checkbox"/>	
Task #10 - Run the third set of initialization tasks at the building level. <i><u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">School Year Initialization</a></u> » <u><a href="#">Execute Tasks</a></u></i>	<input type="checkbox"/>	
Task #11 - Complete the Follow-up Checklist for the third pass. <i><u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">School Year Initialization</a></u> » <u><a href="#">Follow-up Checklist</a></u></i>	<input type="checkbox"/>	
Task #12 - Create Default Result Set. <i><u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Scheduling Administration</a></u> » <u><a href="#">Scheduler</a></u> » <u><a href="#">Schedule Result Sets</a></u></i>	<input type="checkbox"/>	