

## School Year Initialization (SYI) Quick Reference

| Task   | Completed                | Initials |
|--|--------------------------|----------|
| Task #1 – Verify the 22/23 school year appears in the dropdown.  | <input type="checkbox"/> |          |
| Task #2 - Initialize the ITC level for the new school year.<br><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>                       | <input type="checkbox"/> |          |
| Task #3 - Initialize the District level for the new school year.<br><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>                  | <input type="checkbox"/> |          |
| Task #4 - Run Calendar Wizard at the building level.<br><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><br>» <u><a href="#">Calendar Wizard</a></u>                     | <input type="checkbox"/> |          |
| Task #5 - Complete the Follow-up Checklist before continuing.<br><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>               | <input type="checkbox"/> |          |
| Task #6 - Run the first set of initialization tasks at the building level.<br><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>        | <input type="checkbox"/> |          |
| Task #7 - Complete the Follow-up Checklist for the first pass.<br><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>              | <input type="checkbox"/> |          |
| Task #8 - Run the second set of initialization tasks at the building level.<br><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>       | <input type="checkbox"/> |          |
| Task #9 - Complete the Follow-up Checklist for the second pass.<br><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>             | <input type="checkbox"/> |          |
| Task #10 - Run the third set of initialization tasks at the building level.<br><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>       | <input type="checkbox"/> |          |
| Task #11 - Complete the Follow-up Checklist for the third pass.<br><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>             | <input type="checkbox"/> |          |
| Task #12 - Create Default Result Set.<br><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><br>» <u><a href="#">Schedule Result Sets</a></u> | <input type="checkbox"/> |          |