



2018/2019 School Startup Checklist

Step	Description	School Type: Middle / High / K-12	School Type: Elementary
1a	SV: School Details BC Default Template	Add/Change P/VP Names Class to Daily Attendance Procedure? Checked	Add/Change P/VP Names Class to Daily Attendance Procedure? Unchecked
1b	SV School Details: All Fields	Change Superintendent Name, Principal Email & School Email	Change Superintendent Name, Principal Email & School Email
2.	SV: Daily Attendance	Daily Attendance: Homeroom Show daily side tab in Staff view: unchecked	Daily Attendance: Period Classroom input Period: AM Second daily attendance: checked AM portion absent: 0.5 Classroom input type: Period Classroom input period: PM Show daily side tab in staff view: unchecked
3.	SV: Class Attendance	Post Mode: Post Allow date change: checked	Post Mode: Post Allow date change: checked
4	SV: Grade	Allow multiple posts by staff: checked Semester cumulative average: checked Overall cumulative average: checked Allow term weights by staff: checked	Allow multiple posts by staff: checked Overall cumulative average: checked
5	SV: Schedule	Allow future add/drop: checked	Allow future add/drop: checked
6	BV: Dates	Confirm term start & end dates	Confirm term start & end dates
7	BV Rotation	Create Rotations (tumbles) Rotate the schedule Assign Track ID	Create Rotations (tumbles) Rotate the schedule Assign Track ID
8.	BV Schedule	Commit Schedule	Commit Schedule
9	SV Schedule	Set active schedule	Set active schedule
10.	SV Calendar	Assign rotations Assign bell schedule	Assign rotations Assign bell schedule
11	SV Grades	Set up reporting periods	Set up reporting periods
11.	SV Staff	Confirm staff	Confirm staff
12.	SV Schedule	Assign new staff to courses (take out teacher "X")	Assign new staff to courses (take out teacher "X")
13	SV Homeroom	Assign staff & students to homerooms	Put students in homerooms
14	SV Load	Assign students to courses	Load students into (ATT-AM and ATT-PM)
15	SV Transcript Defn	Confirm/Modify Transcript Definitions	Confirm/Modify Transcript Definitions
16	Student Services	Review student list (look for new students) & communicate list to (School Psychologist & \or School and Family Consultants)	Review student list (look for new students) & communicate list to (School Psychologist & \or School and Family Consultants)
17	Student Fields	Change Withdraw, Retain in Grade, and Graduate to N. Clear pre-transition withdraw code	Change Withdraw, Retain in Grade, and Graduate to N. Clear pre-transition withdraw code



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School Name:

New Staff

Name	Role

Staff no longer at the school

Name	Role

Positions of Special Responsibility in the school

Name	Role (LART, Counsellor, TnT, MyEd BC Support Person, Librarian)

Add additional pages as necessary