August & February

☐	Review CPI File Layout	Make note of changes, if available.
☐	Update Salary Schedule (August)	If you use the State Salary Guide
☐	Print CPI Timeline Documentation	Print CPI Transmission Dates
☐	Determine Internal Deadlines for Data Review and State Reporting	Dates should be prior to the GaDOE deadlines to allow time to review the data.
☐	Make sure the termination dates are correct in employee file	Make sure you have terminated all employees in your system
☐	Enter or verify the DOE Termination dates for CPI 1 and 2	Termination dates are listed on the CPI Transmission Dates
☐	Update employees' certificate information using Professional Standards Commission's (PSC's) download file	Check with your vendor to see if your system can upload the data
☐	Verify Certified Employees have a Clearance Certificate issued by the Professional Standards Commission's (PSC's)	Run the report in the Professional Standards Commission's (PSC's) database
☐	Verify Certified Teachers Assignments with students' schedules	Communicate with the Student Coordinator
☐	Communicate with schools about Long Term Substitutes	
☐	Communicate with schools about Third Party Contractors.	

October (CPI 1) & March (CPI 2)

☐	Upload data in the portal	If you do not have a HR system you might need to add the data in manually (A, B, and C records for CPI 1 & 2)
☐	Review errors with program managers	Organize errors and work to correct them
☐	Resolve Certifications error's	E687, E690, E641, E691
☐	Participate in trainings, webinars, conference calls as needed	
☐	Print reports and review with program managers	CP011A, CP0011B, CP041, CP040, CP053 CP054
☐	CPI 1 review HB280 under Funding Reports	CP038A CP039B (Funding Reports only available for CPI 1)
☐	Pay attention to message board on CPI Main Menu	
☐	Review Nurses License Verifications	E2202, E2201,2200
☐	Review Mental Health Verifications	
☐	Review AP Professional Development Verifications	E2206
☐	Review Gifted Verification	E6466, E6467, W6465
☐	Review IB Professional Development Verifications	E2204
☐	Review Resource Officer Verification	
☐	Review Cambridge Professional Development Verifications	

☐	Review CPI Comparison Warning	W1026 and W1027
☐	Review CP111-SC Error Exception Report	
☐	Print all pertinent reports	Detail from reports will only be available during that current cycle.
☐	Clear SC006-Missing Teacher/Missing Assignment Report	Student Class Errors E5083 and E5019
☐	Clear SC020-EIP Class without Teacher with EIP Job Cod	Student Class Errors E7028 E7031 E7032
☐	Communicate with Superintendent for Signoff deadline	

July

☐	Review CPI File Layout	
☐	Make sure leave is updated for Fiscal Year in your System	Dates 07/01/ xxxx- 06/30/ xxxx Fiscal Year
☐	Upload data in the Portal	If you do not have a HR system you might need to add the data in manually A&D records only
☐	Review errors with program managers	Organize errors and work to correct them.
☐	Review and print reports	Detail reports will only be available during the cycle
☐	Communicate with Superintendent for Signoff deadline	