STUDENT CLASS CHECKLIST

July/August

☐	Review Student Class Layout and other documents	Make note of changes, if available.
☐	Identify Data Sources and Points of Contact	Know who your contacts are for data not in the SIS system. Make sure they are aware early of what you will need, what it means, and when you will need it.
☐	Establish Timelines for Collecting Data	Decide when you will collect the various types of data
☐	Determine Internal Deadlines for Data Review and State Reporting	Dates should be prior to the GaDOE deadlines to allow time to review the data.
☐	Complete Student Identity Data Updates and Verification	Verify accuracy in GUIDE; Claim Students as needed
☐	Conduct Internal Training for Schools and District Staff	
☐	Identify Special Education Students – Verify information with Special Education Teachers (or District level contact)	GUIDE, SLDS, Special Education History Report, Student Record Cleansing, Permanent Records
☐	Verify Student Schedules and Teacher Assignments	Students schedules should be correct and complete by the end of August and reported at home school.
☐	Verify course information for Dual Enrollment students	
☐	Make Corrections as Needed	
☐	Identify and Meet Network Contacts	Join SIS user group, build relationships with other coordinators, build relationship with GaDOE contacts in Data Collections and Customer Support
☐	Attend the Data Conference	This conference provides updates on state reporting requirements for the school year.

October

☐	Upload SC	
☐	Review SC Reports, Student Reports, Alternate Master Report, Dual Enrollment/Self-Pay course report, Student Class Delivery Model Reports and Teacher Reports.	Organize errors and work to correct them.
☐	Check all services for students are coded correctly. EIP, ESOL, SP.ED. and Gifted.	
☐	Check ONLINE COURSE's are coded if there is a service being provided in the online class. Example: EIP, ESOL, SP.ED. and Gifted. (The course number does not have to be xx.3) Please review the ONLINE COURSE documentation.	
☐	Participate in trainings, webinars, conference calls as needed	
☐	Ensure Course Data are Correct and Ready for Upload	
☐	Continue SC Uploads for Each School in District	
☐	Continue to Have Schools Review SC Reports	Review all reports

☐	Apply Vendor Upgrades or Patches and Test Extracts as Needed	
☐	Participate in trainings, webinars, conference calls as needed	
☐	Identify Special Education Students – Verify information with Special Education Teachers (or District level contact)	GUIDE, SC
☐	Ensure Superintendent Sign Off is Completed	SC is not completed until the Superintendent signs off.

March

☐	Upload SC	
☐	Review SC Reports, Student Reports, Alternate Master Report, Dual Enrollment/Self-Pay course report, Student Class Delivery Model Reports and Teacher Reports.	Organize errors and work to correct them.
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☐	Identify Special Education Students – Verify information with Special Education Teachers (or District level contact)	GUIDE, SLDS, Special Education History Report, Student Record Cleansing, Permanent Records
☐	Ensure Superintendent Sign Off is Completed	SC is not completed until the Superintendent signs off.

May/June

☐	Upload SC	
☐	Review SC Reports, Student Reports, Alternate Master Report, Dual Enrollment/Self-Pay course report, Student Class Delivery Model Reports and Teacher Reports.	Organize errors and work to correct them.
☐	Check all services for students are coded correctly. EIP, ESOL, SP.ED. and Gifted.	
☐	Check ONLINE COURSE's are coded if there is a service being provided in the online class. Example: EIP, ESOL, SP.ED. and Gifted. (The course number does not have to be xx.3) Please review the ONLINE COURSE documentation.	
☐	Participate in trainings, webinars, conference calls as needed	

☐	Ensure Course Data are Correct and Ready for Upload	
☐	Continue SC Uploads for Each School in District	
☐	Continue to Have Schools Review SC Reports	Review all reports
☐	Apply Vendor Upgrades or Patches and Test Extracts as Needed	
☐	Participate in trainings, webinars, conference calls as needed	
☐	Identify Special Education Students – Verify information with Special Education Teachers (or District level contact)	GUIDE, SC
☐	Verify Grades have been posted. (Not just 'Z' grades)	Check Grade Reports in SC. (Course Summary Report and Final Grade Report).
☐	Ensure Superintendent Sign Off is Completed	SC is not completed until the Superintendent signs off.