

JULY

- **July 1:** Rollover from one school year to next
 - o Snapshot on homepage will change
 - Copy before then
 - **Update**
 - o Change Recommendation Survey grade level (from 11 to 12)
 - o Update Training materials
 - Counselors / Staff /Students
 - o Update apps by Counselor Dates (for new Senior class)
 - o Update years for Graphs & App History (5 years viewable total)
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AUGUST

- **Present:** Institute Day Presentation for teachers on updates/change
 - **Send:** New training materials to Counselors & Staff
 - **Input:** Transcript Release Form status (seniors)
 - **Import:**
 - o Freshman students
 - o Update of current student data
 - GPA; Ethnicity; Gender; City; Zip; Birthday, ID #
 - ACT
 - o New students (non-Freshman)
 - o Update of current student parent e-mails (Name & Email)
 - **MASS CHANGE:** Update FERPA Block for all students
 - **Generate:** New access codes for All Students (Freshman & New Transfers)
 - **Assign:**
 - o Assign counselors to all students
 - Done for each grade level
 - **Update:**
 - o Add new teachers / remove retired/left teachers
 - o Buster Huskie accounts (10)
 - Set aside account for teachers to access
 - **Eblast:** See *eBlast Timeline Attachment*
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SEPTEMBER

- **Import:**
 - o Update new students
 - o Student photos
 - Check naming convention when uploading
 - **Refresh:** Counselor Student Groups
 - **Input:** Transcript Release Form status (seniors)
 - **Permissions:** During "Senior College Week"
 - o Open "Colleges I'm Applying To"
 - o Open Transcript Requests
 - o Open Teacher Recommendation Requests
 - **Upload:** School Profile / School Information (eDocs)
 - **Create:** Freshman Naviance codes
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OCTOBER

- **Import:** Update of current student data (ACT)
 - **Reminder:** Senior Conf; Trans Release; Complete Apps
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NOVEMBER

- **Import:** Update of current student data (ACT)
 - **Reminder:** Senior Conf; Trans Release; Complete Apps
 - **SHUTDOWN:** Mon. Nov. 23
 - **OPEN:** Mon. Nov. 30
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DECEMBER

- **SHUTDOWN:** Wed. Dec. 16
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JANUARY

- **OPEN:** Wed. Jan. 6
 - **Import:** Update of current student data (GPA & ACT)
 - **Complete:** Mid-year Report Forms
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FEBRUARY

- **Update:** Recommendation/Scholarship Survey (before Jr Conf)
 - **Update:** Teacher Recommendation Surveys (before Jr Conf)
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MARCH

- **Import:** Update of current student data (ACT)
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APRIL

- **Update:** Senior Parking Applications (before start of May)
 - **Update:** Senior Exit Survey (before start of May)
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MAY

- **Administer:** Senior Exit Survey
 - **Permissions:** Turn off ability to: request transcripts, letters & add to "Applying To"
 - **Compare:** Final attendance list w/ Registrar
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JUNE

- **Import:** Update of current student data (GPA & ACT)
- **Complete:** Final Transcript Forms