** Start of School Checklist**

**The Day before the School Starts**

* Double check room numbers in Master Schedule Section (Run AERIES report)
* Procedure for students that did not complete the registration process established and communicated to all staff
* All schedules printed for students that completed the registration process
* Procedure for students that have double period or missing established and communicated to staff

**The Day School Starts**

* Attendance tables initialized, teachers can take attendance

**The Day School Starts**

* Plan to make contact and drop “No Show” established and communicated to all office staff
* Procedure for students to make schedule changes
* Review your Course Management Portal (CMP) and NCAA Portal to ensure all your A-G and NCAA approved courses match with is offered