

# Pupil Accountants Year at a Glance

## AUGUST

PEAK Enrollment  
 Administration Training  
 Staff Welcome Back update  
 Store Summer School Grades  
 Days and Clock Hours due to ISD for review  
 Days and Clock Hours certify  
 GAD Review-summer Grads  
 FLEP students  
 Scheduling Review and Elementary Scheduling  
 Enrollment Counts  
 Pupil Accounting and Attendance Clerk Start up Mtg  
 Early Roster  
 Direct Certification  
 EEM update  
 Check for Blank UIC's  
 SRM's....final for last school year  
 SRM if you have 23A  
 TSDL Certify  
 Migrant TSDL Certify

## SEPTEMBER

1<sup>st</sup> Week- No show tracking, SOC window closes  
 2<sup>nd</sup> Week- Schedules, PS Liaison Meeting, Direct Cert  
 3<sup>rd</sup> Week- Pupil Accounting Conference, SRM for ESL, Counselor Meeting  
 4<sup>th</sup> Week- ISD Pupil Acct Mtg and Clerk Preparation for Count day, EEM-Testing Contacts updated, Local Planning form due to ISD  
 Check for Blank UIC's  
 Fall cleanup in SIS  
 Create Timeline for schools, checklist and how tos  
 Remind buildings can't have placeholders on schedule  
 SRM if you have 23A  
 Fall count forms to buildings  
 Direct Certification  
 Counselors checking for less than full schedules  
 Dual enrollment classes  
 Records training  
 Fall conference

## OCTOBER

Count Day First Wednesday  
 Direct Cert  
 Tracking of attendance 6 weeks  
 Coding/Reconciliation of students with programs: SE, ESL, At Risk, DE, ECM, IA and homeless  
 Early Childhood submission  
 Check Blank UIC's  
 Make sure 31a, title 1 all in SISS  
 Direct Certification  
 Counselors checking for less than full schedules  
 SRM if you have 23A

## NOVEMBER

Prepare all count day documents-for all buildings  
 Send file to state and certify  
 Report Cards  
 Start Section 25e  
 SRM for new students  
 Counselor Meeting  
 Develop training materials for Scheduling  
 Check Blank UIC's  
 Direct Certification  
 SRM if you have 23A

## DECEMBER

Continue Section 25e  
 SRM for new students  
 Prepare for Site Audits  
 Review Enrollment Package  
 Send testing rosters to state and reconcile  
 Prep meetings for next year schedules  
 Desk Audits  
 CRDC Open-thousands of data points collected  
 Check Blank UIC's  
 SRM if you have 23A  
 Direct Certification

## JANUARY

SRM for testing  
 Start Scheduling Process (ISD series)  
 Review ECM DE work with Counselors  
 Counselor Meeting  
 Store S1 review failures  
 Report Cards  
 Transcripts to Parchment  
 ISD Pupil Acct Mtg and Clerk Preparation for Count day  
 Spring Count Files to buildings  
 Check Blank UIC's  
 SRM if you have 23A  
 Direct Certification  
 If all school audits over, final Fall count packet to buildings to save  
 Continue Section 25e  
 Counselors checking for less than full schedules  
 Dual enrollment classes

# Pupil Accountants Year at a Glance

## FEBRUARY

## MARCH

<p>Count Day second Wednesday            Tracking of attendance 6 weeks            Kindergarten Information Meeting            Secondary Scheduling begins            Check Blank UIC's            SRM if you have 23A            Direct Certification            Make sure 31a, title 1 all building in SIS            Counselors checking for less than full schedules</p>	<p>Prepare all count day documents-for all building            Send file to state and certify            Start Kindergarten Registration            CRDC certified            Prepare for Site Audits            Secondary Scheduling            Counselor Meeting            Check BLank UIC's            SRM if you have 23A            Direct Certification            Records Training</p>
--	--

## APRIL

## MAY

<p>GSRP Registration and other levels            Send HS Potential Grad List for review            Send STAMP and SEAL candidates to state            Scheduling            Testing Rosters            Check Blank UIC's            SRM if you have 23A            Direct Certification            SID collection opens</p>	<p>Monitor Secondary Schedules            Pupil Accounting Conference            Update Standards for next school year            Counselor Meeting            EOY collection opens            Days and Clock Hours opens            TSDL Collection opens            EOY Collection opens            If all audits over, Spring Count packets back to building            Check Blank UIC's            SRM if you have 23A            Direct Certification</p>
---	---

## JUNE

## JULY

<p>Reconcile Grads            Run Report Cards            Close out school year-store grades, run transcripts            Send transcripts to Parchment            Summer School setup            Send EOY file to state and certify            SID Collection closes            SRM collection closes            Check Blank UIC's            SRM if you have 23A            Direct Certification</p>	<p>Reconcile Grads            TSDL            Migrant TSDL            Rollover PowerSchool            Data Quality Review-General Collection, TSDL and CRDC            Setup PowerSchool for new School Year            Import SAT and WIDA test Scores            Review timing of Reinstatement hearings for next school year            Days and Clock Hours District Certification            SRM Appeals Open            Summer School grades in</p>
---	---