

Please find the necessary steps to organize your SchoolPass data and prepare for summer programs/camps or next school year.

CHECKLIST

END OF YEAR:

- Disable Email
- Run any necessary reports (Activity and Bus Attendance, Carline Reports, Etc) before Archive July 8, 2022

DATA PREP:

The integration will take care of:

- New Students
- New Parents
- Grade Up
- Remove Non-returning Students

NEW SCHOOL YEAR DATA NEEDED:

- Update Dismissal Calendar
- Remove non-returning Faculty/Staff
- Add new Faculty/Staff
- Update Dismissal Locations for the New Year
- Update Student Dismissal Locations
- Update Bus Routes and Stops
- Add New Activities
- Enroll Students in New Activities

GO LIVE FOR NEW SCHOOL YEAR:

- Edit Welcome Letter
- Turn on Email
- Send Welcome Letters to Parents
- Check Dismissal Schedule Dates are for the new year and that all new dismissal locations are checked on in the dismissal Calendar.

Reference the step-by-step instructions in the Help area when logged into your SchoolPass website to complete the End of Year tasks.

Please do not hesitate to reach out to your Customer Success Manager for assistance or email us at Support@schoolpass.com.