The following checklist contains helpful reminders for the start of each school year. Please contact the DMAC Help Desk with any questions. This is not an all inclusive list!

General DMAC Reminders

- ☐ Notify DMAC Help Desk support@dmac-solutions.net of any DMAC Administrator changes
- ☐ Audit District and Campus Level Accounts - District/Campus Accounts Report
  - ○ ☐ Remove District and Campus level accounts that are no longer needed
  - ○ ☐ Audit Disabled Accounts -- delete and restore as necessary
- ☐ Audit Teacher accounts for locked classes - Teacher Locked Classes Report
  - ○ ☐ Remove any locked classes and/or teachers that are no longer needed
- ☐ Download data to applications not purchasing for the next school year - **complete by 09/01**
- ☐ **Emails sent mid-July** for district consent about turning on automated Class Roster uploads for the summer
- ☐ ClassLink - Re-enable Class Roster server access to DMAC
- ☐ Contact support@dmac-solutions.net to schedule onboarding for your school if you've purchased any new applications!

BOY Checklist (by application)

State Assessment

- ☐ Send data files for STAAR & TELPAS
- ☐ All Interim and BOY files must be sent by the district (file format)

Local Assessment

TEKScore

- ☐ Set all Test Key dates AFTER August 1st (**current school year begins on 8/1**)

TAG

- ☐ Reassign content for users and teachers no longer at your district
- ☐ Audit Share Groups - add new users where necessary

TPRI / TejasLEE

- ☐ Set Assessment Dates for BOY/MOY/EOY

Curriculum

- CIA Alignment | No Action Needed

Appraisals - School year rolls over 07/01

T-TESS

- ☐ Audit and Update Appraisers ([T-TESS District/Campus Settings](#))
- ☐ Audit and Update TIA Options ([T-TESS TIA Options Settings](#))
- ☐ Contact Support ([support@dmac-solutions.net](#)) about Appraisers who are leaving/no longer there

T-PESS

- ☐ Audit and Update Appraisers ([T-PESS District/Campus Settings](#))

PDAS

- ☐ [Set Appraisal Calendar dates](#)
- ☐ Review Appraisers

School Plans

- ☐ PlanWorks | Copy and Update District and Campus Plans for current school year

Student Plans

Student Portfolio

- ☐ Upload Initial Class Roster
- ☐ [Review Print Settings](#)

LPAC

- ☐ Refer to [LPAC Checklist](#)

Learning Plans

- ☐ MTSS - Upload current year roster BEFORE beginning plans (current school year begins 8/1)
- ☐ ALP - Plans can be created after May 1st to roll over to next school year
- ☐ Create or audit existing groups for Accelerated Learning Committees (groups visible to the user - not shared)
- ☐ Non-returning students can be re-enrolled if plans need to be printed/shared with another district
- ☐ [Review Settings](#) | Audit/update Strategies and Resources

PGP Intervention

- ☐ [Review Settings](#)

PGP High School

- ☐ [Review Settings](#)

Tools

FormWorks

- ☐ [Add authors](#) as necessary
- ☐ Archive any year-specific forms | Copy and update year if continuing use

Data Export

- ☐ Send data files for "Other" data

lead4ward

- ☐ No Action Needed