

The following checklist contains helpful reminders for the end 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
- ☐ Automated Class Roster uploads disabled in June (unless otherwise requested) - reminder emails sent in May
- ☐ ClassLink - Disable Roster Server Access to DMAC

EOY Checklist (by application)

- ☐ State Assessment
 - Send final data files for STAAR & TELPAS
 - Enter CCMR and Grad Rate ([District Settings](#))
- ☐ Local Assessments | No action needed for TEKScore, TAG, TPRI or Tejas LEE
- ☐ CIA Alignment | No action needed
- ☐ LPAC | Refer to [LPAC Checklist](#)
- ☐ Learning Plans | Audit if final periods have decisions
- ☐ Student Portfolio | No action needed
- ☐ PGP | No action needed for PGP-Intervention or PGP-HS
- ☐ Appraisals | Rollover for each school year happens on July 1
 - T-TESS
 - ☐ Contact DMAC Help Desk about Appraisers leaving your school
 - ☐ Publish and sign all Final Observations (both Appraisers and Teachers need to sign) - Generate Teacher Summary Report to verify completion
 - T-PESS
 - ☐ Finalize EOY Conferences for Principals
- ☐ PlanWorks | No action needed
- ☐ FormWorks | Check for final approvals needed for the school year
- ☐ Data Export | Send final, year-end file from 'Other' or National data sources
- ☐ lead4ward | No action needed