

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](mailto:support@dmac-solutions.net) of any District 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 to resume automated Class Rosters for the current year
- ClassLink -- Re-enable Class Roster server access to DMAC
- Notify [support@dmac-solutions.net](mailto:support@dmac-solutions.net) of any new or closed campuses at your district
- Contact DMAC 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](mailto: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 7/1)
- 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