

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](mailto:support@dmac-solutions.net) of any DMAC District Administrator changes
- Download data from 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

## EOY Checklist (by application)

- Utilities
  - 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 or restore as necessary
  - Audit Teacher accounts - [Locked Teacher and Locked Classes](#)
    - Remove any locked classes and/or teachers that are no longer needed
- State Assessment
  - Send final data files for STAAR, TELPAS, and CAF file
- Local Assessments | No action needed for TEKSscore, 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
  - Verify Student Supports for accuracy. Supports do not reset each year.
- PGP | No action needed
- Appraisals | New Appraisal year begins July 1
  - T-TESS
    - 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 | Upload year-end (EOY) file from 'Other' or National data sources. [Data Export File Formats](#)
- lead4ward | No action needed