

**MAYET**  
**SEPTEMBER PROCEDURE CHECKLIST**  
**K – 8**

**To ensure a smooth start to the school year, follow the order of this checklist exactly.**

**1<sup>st</sup> - General Tasks**

| ✓ | Task   | Date Complete |
|---|--|---------------|
|   | Create an ITA work order to have all new teachers, administrators and secretaries added to Mayet             |               |
|   | Create an ITA work order to have all administrators, teachers & secretaries who have left removed from Mayet |               |

**2<sup>nd</sup> - School Records**

| <b>1. Timetable Tab</b>         |  |               |
|---------------------------------|--|---------------|
| ✓                               | Task   | Date Complete |
|                                 | Finalize Timetable<br>1. Click on the timetable<br>2. Click Finalize button                              |               |
| <b>2. Grade/Program tab</b>     |  |               |
|                                 | Ensure all proper grades are listed<br><b>Note:</b> These will have been copied over from previous years |               |
| <b>3. Term tab</b>              |  |               |
|                                 | Ensure Dates are correct for the terms   |               |
|                                 | Unlock Term 1  |               |
|                                 | Ensure all other terms are locked  |               |
| <b>4. Semester / Period Tab</b> |  |               |
|                                 | Ensure the dates for the semester is correct   |               |
|                                 | Ensure there is only 1 semester called Semester 0  |               |

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| <b>5. Room Tab</b>              |  |               |
|---------------------------------|--|---------------|
| ✓                               | Task   | Date Complete |
|                                 | Ensure all rooms are listed<br><b>Note:</b> These will have been carried over from last year                                 |               |
|                                 | Add any missing rooms  |               |
|                                 | Delete any unused or duplicated rooms  |               |
| <b>6. Teacher / Advisor Tab</b> |  |               |
|                                 | Create any new teacher groups needed for the school year   |               |
|                                 | Remove any unused teacher groups   |               |
|                                 | Remove any duplicate teacher groups<br><b>Note:</b> Only 1 teacher group is needed per teacher with a homeroom assigned      |               |
| <b>7. Course Tab</b>            |  |               |
|                                 | Ensure all courses offered are listed<br><b>Note:</b> These will have been carried over from last year                       |               |
|                                 | Remove any courses not being offered   |               |
| <b>8. Section Tab</b>           |  |               |
|                                 | Add each section for every class offered   |               |
|                                 | Ensure the correct Minutes per Cycle have been entered for the French classes.   |               |
|                                 | Remove any unused course sections  |               |
|                                 | <b>IMPORTANT:</b><br>Ensure that the correct teacher group is assigned to each section under the Teacher column              |               |
|                                 | <b>IMPORTANT:</b><br>Ensure that the correct Homeroom that is being taught is assigned to each section under the room column |               |

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**3<sup>rd</sup> - Student Records**

| ✓ | Task   | Date Complete |
|---|--|---------------|
|   | <p>On the top right hand side of Student records ensure there are the expected number of students</p>    |               |
|   | <p>Perform a Query to find any student still Pre-Registered for your school</p>  |               |
|   | <p>Contact any school that also has any of your expected students preregistered and have them release the student</p>  |               |
|   | <p>Ensure all active students are listed</p>   |               |
|   | <p>Add any missing students by:</p> <ul style="list-style-type: none"> <li>• Entering as a new student</li> <li>• Contacting school that has registered this student to have them release</li> <li>• Registering students that were not preregistered</li> </ul> |               |
|   | <p>Setup courses for students<br/> <b>Note:</b> Highlight similar students, right click, Use the Add Student Sections</p>  |               |