

District Name: _____

Student Information Systems Related

- SIS Rollover Date set of** _____
- SIS Back-to-School Resources Located
- Signed up for the monthly status calls (sign up via MiServiceDesk.com ticket)
- SIS is mapped and publishing to 2024-2025 School year (After July 1st)

Michigan DataHub Cockpit Related

- Agreements are signed and current
- Cockpit year is set to 2024-2025
- Review authorizations (users), remove old users, add new
 - Add / Update DataHub Support Specialist Role
- Review each integration to make sure it's still in use and configured for the school year
- Review EEM and SOM assessment importer configurations
- Edit each OneRoster integration to point to the 2024-2025 School year
- Review data quality reports
 - At-a-Glance
 - EEM
 - Role Validation
- Set a reminder on your calendar for when your certificate will expire

For 23G Participating Districts

- Cohorts need to be published for 2023-2024 before end of 2023-2024 school year
- Establish integration with High Impact Tutoring vendors as necessary

For Benchmark Assessment Districts

- Keep an eye out regarding communication for 2024-2025 school year reporting

Reminders

- Place a ticket with MiServiceDesk.com to join the monthly SIS status calls.
- [Sign up for the newsletter](#)
- [Sign up & attend the Michigan DataHub User's Conference!](#) October 14-15th at Shanty Creek