

**Information Technology Grade Reconfiguration Transition
End-Of-Year School Checklist**

Teachers Leaving, Moving To A New Building Or Within A Building			
Item	Description	Due	Resources
Voicemail	Voicemail box will be deleted, so check messages (new and old) before leaving and make notes of any important information.	6/5/2009	Voicemail Instructions
Email	If you are <u>leaving the District</u> , make sure that you save any e-mails that you would like to keep. After your final work day, your e-mail account will be set to receive only and be accessible for 30 days so you can retrieve your final Leave and Earnings statement.	5/29/2009	
Computer Files	Make sure all files you want to keep are stored in your server folder.	5/29/2009	Saving Files To Your Server Folder
Office Managers (or Tech Coordinators depending on school)			
Item	Description	Due	Resources
Phone Changes	Submit changes to phone extensions as soon as personnel changes are known. Requests submitted by 6/15 will be completed by 8/14. Requests received after the deadline will be completed as soon as possible, but not guaranteed to be completed by 8/14.	6/15/2009	Phone Changes Form
Bell Schedule Changes	Bell Schedules received late may result in it being necessary to run schedule manually the first week of school. Note: Electrical Dept. programs bell schedules for: Beattie, CLPE, Laurel, Mtn Schools.	7/15/2009	Elementary Bell Schedule Change Form Secondary Bell Schedule Change Form

Tech Coordinators

Item	Description	Due	Resources
Computer Adds & Moves	Changes associated with your site Technology plan should be sent to Mike Nichols in IT for scheduling. Technology should not be moving due to grade configuration changes. Teachers should not move their computers from classrooms. They should instead follow the instructions under "Computer Files".		Request form for computer moves and installs
Network Outlet Changes	Activations and Deactivations for Ethernet connections.	7/17/2009	Network Outlet Changes Form
AD Account Moves	IT will migrate as many user accounts as possible based on information provided by HR regarding personnel moves by 7/15. Accounts will be flagged in Active Directory.	7/15/2009	
Tech Installs	Projectors, Smartboards, TVs, etc. Submit requests to Customer Support (490-3333)		