* **Set Date for EPIMS Export**
	+ iStaff Biographical, iStaff Procedures, iStaff Configuration
	+ Set the “as of date” to be the day before the last day of school
* **Check all Academic setting for each school**
	+ Scheduling System Maintenance, Academic Year Settings
	+ Adjust the last day of the last term to be the correct last day
	+ Do this for All Schools
* **Check all Calendars for each school**
	+ Attendance Maintenance, Calendar Maintenance
	+ Adjust the last day in the calendar to be the correct date
	+ Do this for All Schools
* **Export EPIMS with Re-Set FTEs set to Yes**
	+ iStaff Biographical, iStaff Procedures, Export EPIMS data
	+ The Re-set FTE being set to YES will set all the Active/Inactive fields and freeze FTEs for Inactive courses and adjust the FTEs for active courses
* **EDIT EPIMS Work Assignments**
	+ iStaff Biographical, iStaff Procedures, EDIT Work Assignments
	+ Modify the work assignments and check off post
	+ Check of Clear WA in the record displays blank fields
* **Rerun EPIMS Export with Re-Set FTE set to No**
	+ iStaff Biographical, iStaff Procedures, Export EPIMS data
	+ The Re-set FTE being set to No will export the records as they were posted above
* **Create SCS file using the day before the last day of school**
	+ DOE ID Manager, MA DOE SIMS 13
	+ Use the “as of date” to be the day before the last day of school
	+ Enter final grades or run Horizontal Average Rules to generate the final grades
	+ Remember the students who changed courses during the year iPass will automatically fill in a withdrawal grade if no final grade has been entered
	+ This will set all the Active/Inactive fields