* **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