

B105 CHECKLIST – HS / MS / ELEM

4 – Term 9 week

LAST DAY of 1ST NINE WEEKS – B105

Year: _____

Reporting Period: 01

SCHOOL	SET P115 TO A'S	RAN 2 nd wks <small>(Term. 2) (Rpt. Prd. 02)</small>	VERIFY MGMT & P302	SET P115 BACK TO I'S	DATE DONE

- Do this on the LAST DAY of this 9 weeks.
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1 WEEK BEFORE 2nd NINE WEEKS ENDS

E-Mail Linda to run the exam and semester CLIS records.

LAST DAY of 2nd NINE WEEKS – B105

Year: _____

Reporting Period: 02

SCHOOL	SET P115 TO A'S	RAN 3 rd wks <small>(Term. 3) (Rpt. Prd. 05)</small>	VERIFY MGMT & P302	SET P115 BACK TO I'S	DATE DONE

- Do this on the LAST DAY of this 9 weeks.

LAST DAY of 3rd NINE WEEKS – B105

Reporting Period: 05

SCHOOL	SET P115 TO A'S	RAN 4 th wks (Term. 4) (Rpt. Prd. 06)	VERIFY MGMT & P302	SET P115 BACK TO I'S	DATE DONE

- Do this on the LAST DAY of this 9 weeks.

1 WEEK BEFORE 4th NINE WEEKS ENDS

E-Mail Linda to run the exam and semester CLIS records.



**NOTE: At the end of the 4th 9 weeks -
DO NOT run anymore B105's for this year.**