



End-of-Year/Back-to-School Checklist

The Creative Curriculum® Cloud Administrators

End-of-School Year:	Before Back-to-School:
<div><input type="checkbox"/> Update child records. <i>Archive or transfer child records for children leaving your school district.</i><ul style="list-style-type: none">• Archive child records for children who you are leaving your school district. You are able to include archived child data in many reports.• Transfer records for children who are moving to different classes or sites within your school district.</div>	<div><input type="checkbox"/> Manage classes. <i>This step can be completed by an administrator or teacher.</i><ul style="list-style-type: none">• BEST PRACTICE: <i>Rename classes instead of deleting and creating new classes, in order to maintain access to previously created weekly plans and Cloud allocations</i>• Ensure users are assigned correctly as a primary teacher, co-teacher, or assistant teacher.</div> <div><input type="checkbox"/> Review the users on your account<ul style="list-style-type: none">• Disable or delete users who are not returning to your program.• Transfer any users who are moving to their new site.• Update your email preferences to ensure you receive ongoing communications.</div> <div><input type="checkbox"/> Allocate The Creative Curriculum® Cloud to new classes</div> <div><input type="checkbox"/> Send new teachers The Creative Curriculum® Cloud, Letter to Teachers</div> <div><input type="checkbox"/> Send families The Creative Curriculum® Cloud, Letter to Families</div> <div><input type="checkbox"/> Register to attend (or watch on-demand) free webinars designed to support new administrators and teachers with Cloud:</div> <div><input type="checkbox"/> Review/Distribute the Getting Started Guides<ul style="list-style-type: none">• The Creative Curriculum® Cloud Getting Started Support for Administrators• The Creative Curriculum® Cloud Getting Started Support for Teachers</div>
ReadyRosie™ subscriber? Be sure to review the ReadyRosie™ New School Year Checklist	

Other Helpful Supports & Resources

- Summer Program? Be sure to review [Building a Bridge to Kindergarten: Summer Program Teaching Guide](#)
- [The Creative Curriculum® Cloud Resources](#) by user role and topic
- Check out our [Blog Home Page](#)
- Review our [Upcoming Webinars & Webinar Series](#)
- Access our [On-Demand Webinars](#) from our archived library
- Register to Attend [Partner Success Office Hours](#) for Administrators

Need Additional Help?

Receive Technical Support

- Call your dedicated support number: **1-866-736-5913** for technical support.
- [Submit a case online](#) directly to technical support.