

## ClassMate Validation Schedule Suggestions

### Daily/Weekly Validations

- Missing Attendance
- Duplicate Attendance\*

### Weekly/Bi-Weekly Validations

- Enrollment/Scheduling
- Enrollment Dates
- Duplicate Student ID's
- Demographics
- BirthDates
- Primary Contacts \*\*\*
- Resequence Enrollment\*\*
- Withdrawals\*

### Monthly/Quarterly

- Curriculum
- Knowledge Activities
- Suspensions
- Referrals
- Spec. Pop Flags

### Yearly

- Base Data

### When Needed

Snow Day \*\*\*\*

\*= When running this validation, be sure to PDF and save the results before closing out (these validations delete "extra attendance")

\*\*= This validation does not require any verifying or clean up, it simply runs processes to re-organize enrollment data for students.

\*\*\* - Only need to run P02

\*\*\*\*- Only run this if you need to change a Student day in the Calendar to a non-school day. This validation will tell you what attendance already exists or if you have schedules beginning or ending on this day.