

End of Year (EOY) Recommendations

The following tips can be used in preparation for the end of the school year. Several categories have been identified that require attention from users to ensure work items are completed and checked for accuracy.

User Roles and Permissions

- Adjust roles permissions as needed (see designated district coordinator for details)
- Disable access to plans and actions that are no longer being used, i.e., when a second version of a new action has been created
- Change role to No Access for those users who have left the district or will no longer have access to Enrich (deleting users is NOT recommended)
- Assign proper campus access and role for those users who have moved or changed positions
- Edit any users who are manually managed in the system; LDAP will handle the changes for those users who are part of the LDAP integration

Student Information

- For manually added students, update enrollment and grade information

IEPs and Actions

- Request users to finalize all completed actions and meetings Note: Actions and plans with timelines associated will appear overdue if they are not finalized
- Remove users as Team Members from a student record using Manage Team if students will be moving to another grade/school and no longer be served by existing team members
- Add/Update Team Members for the coming academic year

Progress Reporting

- Confirm that Progress Reporting periods for the upcoming year have been entered on the Progress Monitoring tab in Special Education setup