

# END OF YEAR CHECKLIST

- Have the current principal listed
- Post necessary end of year / start of school information
- Confirm your address & school contact info
- Remove outdated school information and announcements
- Update school calendar with beginning of school events
- Ensure there is at least 1 web editor available during summer
- For tips and tricks go to [dallasisd.org/webservices](https://dallasisd.org/webservices)