**Spring ITC REGIONAL TRAINING SESSIONS 45 minutes**

**Recommended Attendees**

* Secretaries, central office administrators, registrars, principals, and other interested leaders

**FinalForms Training Sessions- How can I get ready for the 2024-2025 school year?**

Learn the best ways to wrap up the 2023-24 school year and start to think about getting ready for 2024-2025!

  **Enrollment Mode**

* What does the parent see? (Registration Slides presentation)
* Managing the applicant list
* Filtering and sending out reminders
* Enroll
* New Pre-Kindergarten Experience question

**Managing Enrollment Records (A PDF will be sent to all attendees.)**

* Managing a parent that enrolls their child in the wrong year
* Managing non-graduates and non-promoted students
* Managing withdrawals
* Managing re-enrollments

 **Document Folder**

* Document uploads- updating the file name
* Managing categories
* Accepting/rejecting documents
* When would you archive a document?

  **Exports**

* How do I run an export?
* Filtering for students you want included in your export
* What kind of information can be exported?

 **School Year Readiness Checklist - Preparing for 24-25**

* What is the school year Readiness Checklist for?
* Who should complete the Readiness Checklist?
* Opening registration by grade level and when to notify parents that registration is open

*\* We will conclude with a 10-minute open Q&A session\**