



CHECKLIST

END OF YEAR TASKS

Area	Tasks
Educators	<ul style="list-style-type: none">• Educators who are leaving:<ul style="list-style-type: none">◦ drafts and pending stories are published◦ plans are shared◦ educators removed• Invite new staff• Turn off notifications
Children	<ul style="list-style-type: none">• Archive profiles of any leaving children• Export profiles of leaving children
Families	<ul style="list-style-type: none">• Let families know what happens to their child's profile when they leave• Export copy of child/ren's profile
Centre	<ul style="list-style-type: none">• Save stories to educator portfolio• Change rooms for educators/children• Create and send end of year community posts