

# META PowerSchool Implementation



## Jan - Feb

- Kickoff Meeting
- Assign District Leader
- Discuss Roles & Responsibilities
- Schedule Reoccurring Calls
- Schedule ProgressBook Data Export Schedule
- Identify 3<sup>rd</sup> Party Vendors

## Mar - Jun

- Setup PowerSchool Server
- Complete District/School Setups
- Data Mapping Setups
- Data Imports
- District Validation of Data
- Report Setups – Transcript, Report Card, etc.
- District Leader Training
- Identify Expanded Training Dates

## Jul – Aug

- Expanded Training
  - Initial Product Training
  - Enrollments
  - Attendance
  - Scheduling
  - EMIS
- Go Live
- Establish 3<sup>rd</sup> Party Vendor Connections
- ProgressBook access ends July 1

## Ongoing

- Web Help Desk Support
- End User Training
- District Leader Specific Training
- District Leader Meetings
- EMIS Coordinator Meetings
- EMIS Coordinator Trainings
- Workdays / Help Sessions

