

JMC MCCC Submission Flow Chart

Start	Roll MDE Calendar forward on MDE web application and have each building edit as needed, then do Calendar Export from MDE web application and note Academic Year and Calendar
--------------	--

Elementary
Import course data from prior year
Create/submit course index file



Mass Assign Course Data (Academic Year, Calendar...)
Create/submit staff file



Stop	The Elem must have a successful staff upload before moving to the next step
-------------	---

Create/submit student file

This building is done

Middle School
Import course data from prior year
Create/submit course index file



Mass Assign Course Data (Academic Year, Calendar...)
Create/submit staff file



The MS must have a successful staff upload before moving to the next step

Create/submit student file

This building is done

High School
Import course data from prior year
Create/submit course index file



Mass Assign Course Data (Academic Year, Calendar...)
Create/submit staff file



The HS must have a successful staff upload before moving to the next step

Create/submit student file

This building is done
