

School Max Check List

1. Complete School Profile Screens
 - a. Private Schools only - complete private school translation screens on the STARS System.
2. Run latest version of Xap transcript report.
3. Login to the Counselor's Center (<http://counselor.xap.com>) and upload current seniors.
4. Verify the data in the text file. Compare with the SchoolMax mapping in the User guide and report any discrepancies. This is the .dat file that is created from the report and save in your TSIS folder
5. Select the Send Tab and release to GSFC.