

End-of-year checklist

Set yourself up for success by working through this simple checklist!

For more assistance **click through to the support articles**.

● Service

- [Move children and educators to new rooms](#)
 - [Create and send end-of-year community posts](#)
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● Departing children

- [Export copies of departing children's profiles](#)
 - [Archive profiles of departing children](#)
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● Educators

- [Save stories to educator portfolios](#)
- [Pause notifications over the break](#)
- [Invite new educators](#)

Departing educators:

- [Publish or transfer editorship of draft stories](#)
- [Ensure plans are shared with an admin](#)
- [Remove from Storypark](#)

● Families

- [Let families know what happens to their children's profiles when they leave](#)
- [Let families know how to export their child's profile](#)
- [Share moments over the holiday break](#)