

Student Pulse End-of-Year Checklist



School/Organisation	<input style="width: 100%; height: 20px;" type="text"/>		
Name	<input style="width: 30%; height: 20px;" type="text"/>	Date	<input style="width: 20%; height: 20px;" type="text"/>

#	Action	Description	Done*	Notes
1	Schedule a data review meeting with your school leadership team and action any key findings.	Download and use the Data Review and Action Plan to start the review process.	Done N/A	
2	Share the year’s insights and gratitude with your school community.	Complete the Pulse Wellbeing Insights template.	Done N/A	
3	Receive the Pulse email confirming the rollover process is ready.	The Pulse rollover email will ask you to assign the person responsible for the next school year’s onboarding process. Contact your Technical Account Manager (TAM) if you haven’t received this email.	Done N/A	
4	Assign the person responsible for the onboarding process.	Sign in to Pulse and go to Rollover to assign the staff who will configure Pulse for the next school year. See the Pulse Rollover process .	Done N/A	

*Select **N/A** (Not Applicable) if a checklist item doesn’t apply.

Additional Information