



**Nanjing
International
School**
南京国际学校

End of Year IT Checklist

The end of the school year can be quite busy as many of you prepare to head off to new homes. Your NIS IT Department wants to make this transition as worry-free as possible. To this end, please note the important dates in this process below and make time to stop by and use us for support.

We are also happy to facilitate transfer of files and sort out your email-forwarding, provided you give us some lead time and book with us in advance (if you do not, we may not be able to help you).

This is not goodbye, only farewell until we meet again!

Joe, Xia, York, Cindy, Wicky, Wind and Olivia

17 June 2021 – Last day to make an appointment with IT for transition process

- *Includes having your laptop cleaned of all NIS software – signature and appointment required before you leave*

18 June 2021 – Last day of school for 2020-21 Academic Year

- **1215** – IT Office closed; no signatures or appointments
- **Seesaw** access disabled (download student posts before this day)

July 2021 –

- **Veracross** Access disabled
- **ManageBac** Access disabled
- **Microsoft Office** applications on your computer disabled (online versions still work)
- **LargeStorage** Access disabled

August 2021 –

- **Email Access** disabled for Teachers and Students (not grads)
- **Microsoft 365** Access disabled

February 2022 -

- **Email Access** disabled for graduated students

May 2022 –

- **Accounts** deleted

**An Inclusive
Learning
Community**

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