# End-of-Year (EOY) User Guide

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# Introduction

The PowerSchool End of Year (EOY) process will promote, retain, move and graduate students based on the pre-EOY student and school setup. Pre-EOY tasks include, but not limited to, running EOY Validations, updating a student's next school and next grade, as well as completing school setup and scheduling. Once EOY processing is complete, your PowerSchool instance will be updated to the 2017-2018 school year. Post EOY tasks will then be required.

# Important Information

- All LEA and Charters must conclude business for the current school year (2016-2017) by June 30, 2017, at 5 p.m. Access to PowerSchool and Home Base integrated systems will be locked down at that time.

- LEAs and Charters will perform Pre-EOY Validations, the EOY Process, and Post-EOY Validations. Each LEA will provide a 24/7 contact with contact information of who will perform the EOY Process and Validations.

- The EOY Process and Validations are only available to run at the LEA level. All validation errors must be resolved prior to PowerSchool lockdown. If not corrected, the EOY process will halt, negatively impacting the state.

- The DPI Technology Support Center will be open and fully staffed on Saturday July 1st, 2017 to monitor the LEA/Charters as they run the EOY process and update their associated Remedy tickets. Only EOY questions and issues with be addressed throughout the day. If EOY any issues are encountered, please update your ticket and immediately call the support center at 919-807-4357.

- The EOY Process clears several logging tables of unnecessary data for the new school year. These tables include BulletinItems, DBLog, Logins, and PhoneLog. If an LEA wishes to keep this information it is their responsibility to export it via DDE prior to June 30th, 2017.

- PowerSchool and Home Base integrated systems are estimated to be available and unlocked to all users by 6:00 a.m., July 6, 2017. An NC SIS communication will be sent when all instances are available.

- DPI will make additional instructions, details, and updates available on the NC SIS website, within the weekly NC SIS Newsletter, or emailed directly to the designated contacts noted above.

**Note:** This document has been updated for the current school year. Please refer to the footer information for the latest version.

# EOY Processing, LEA Contact Responsibilities, EOY Critical Issues

## EOY Processing

All LEAs and Charters will execute the EOY Process. EOY processing within PowerSchool is expected to begin by 8:00 a.m., July 1, 2017. A 24/7 EOY Contact is required from every LEA and Charter and must be accessible from June 30 until notified that NCDPI has completed EOY processing.

If staffing issues occur that result in an LEA/Charter School's ability to run and complete the End of Year process, a ticket must be logged with the Technology Support Center no later than June 9, 2017.

## LEA Contact Responsibilities

- **EOY Contact Page** ← **NEW FOR 2017**

  o Every LEA will designate a primary and secondary EOY Contact. Contact information for both the primary and secondary EOY contacts will be entered on the EOY Contacts page.

  o Navigation:  Start Page > LEA Setup > District Info > EOY Contacts

- LEA/Charter contacts are responsible for running their Pre-EOY Validations in the weeks prior to EOY. If any changes are made (student enrollments, etc.) after the validation is run it should be run again.

  o The DPI Technology Support Center (TSC) will open a Remedy ticket for each LEA to track the progress of the validations. This ticket will remain open throughout the EOY process.

  o LEA/Charter contacts will update the Remedy ticket when they have completed their Pre-EOY Validations. If an LEA/Charter School continues to enroll students up to June 30, they must run the EOY Validation process daily to make sure all validation errors are cleared prior to running the EOY process.

- LEA/Charter Contacts are responsible for running the EOY Process on July 1, 2017 when notified to do so (Unless it is determined to be necessary for DPI to run the EOY process)

  o LEA/Charter contacts will update the Remedy ticket when they have started the EOY process on July 1st, as well as when it completes.

- LEA/Charters are responsible for completing the Post-EOY Validation documentation on July 1, 2017 once the EOY Process is completed.  This step is still required for LEA/Charter schools whether or not it has been determined to be necessary for DPI to run the process.

  - LEA/Charter contacts will update the Remedy ticket on July 1st, 2017 when they have completed their Post-EOY documentation and attached the completed EOY Validation documents to the ticket.

**Important:**     During the lockdown PowerSchool will be available for the designated EOY contacts only.  The EOY contacts must have LEA level rights as well as adequate knowledge of PowerSchool and the LEA setup practices.  An email will be sent to the designated contacts when NCDPI is prepared for the them to commence the EOY process on July 1st, 2017.

Contacts will be notified by email once the PowerSchool EOY process is completed for all LEA/Charters in the state.  At that point, all instances will again be locked down with no access until the state level EOY process is completed.

## EOY Critical Issues

If issues are found while running or upon completion of the EOY process, please update your associated Remedy ticket and immediately call the DPI Technology Support Center at 919-807-4357.

# NC Specific Information

## Electronic Transcripts

For this to be successful for your students, the "Diploma Issue Date" must be posted in PowerSchool within 10 days after the last day of the school year, PowerSchool's Last Day of Term.  For example, if PowerSchool's Last Day of Term is set to May 20, 20XX, the final transcript request trigger will occur on May 30, 20XX.  However, when the final transcript request is triggered on May 30, and (1) the Diploma Issue Date is blank, or (2) the Diploma Issue Date was not posted between May 20th and May 30th, then the final transcript request will fail and will not be delivered to the destination college/university. **The Diploma Issue Date cannot be back-dated**; if your school misses this 10-day window, or 1 or 2 above is missing, then all outstanding electronic transcripts will fail.

Post the Diploma Issue Date no later than June 20 for e-transcripts to be processed through CFNC.org prior to the End of Year shutdown (June 30).  Any pending e-transcripts not processed by June 30 will be processed after EOY is complete and the system is back up.

**Note:**  It is best practice to post final marks before entering the Diploma Issue Date.

## EDDIE and PowerSchool

The Educational Directory and Demographical Information Exchange (EDDIE) is the authoritative source for NC public school numbers and demographic information, and is used by multiple systems, including: Accountability, PowerSchool, NC School Report Cards, and meeting federal reporting requirements.

NCDPI realizes many LEAs need to update school grade levels to permit next year scheduling and student transition.  For this reason, the nightly feeds from EDDIE (Educational Directory and Demographical Information Exchange) into PowerSchool will be discontinued until after the completion of PowerSchool's End of Year process (EOY).

 The grade level field in PowerSchool is not available for updates and cannot be updated until after the EDDIE feeds are discontinued.  If new grade levels are needed prior to the discontinuation of EDDIE feeds, submit a ticket via the Remedy on Demand Portal (https://nc-myit.us.onbmc.com)  to the Technology Support Center, **subject line:** New Grade Level NEXT SCHOOL YEAR LEA XXX.  Include the school and new grade level in the body of the email.  After EDDIE shuts down, the HBSC will add the grade.  Please note, all changes in PowerSchool must be replicated in EDDIE once the EDDIE year end rollover is complete, **not before.  EDDIE must be kept in a current year state.**

You can find more information on EDDIE, located:

http://www.ncpublicschools.org/fbs/accounting/eddie/

# School Numbers Below 300 – Program and LEA Created Schools

All LEAs and Charters have schools that were created with school numbers below 300. **Pre-EOY work is required at each of these schools (see Pre-EOY instructions).** These schools are not connected to EDDIE, nor are they used in state compliance reporting. These schools are often used for Federal reporting or may have been created for specific NC requirements.

**Important:**     LEA level: If you are unable to see these schools in your drop-down list and should have access, go to Start Page > Staff > Select A Staff Member > Security Settings - Admin Access and Roles and add the school to your access.

## Examples of schools:

291 – More at Four *(program school – federal reporting)* –closed school

292 – CECAS *(program school – federal reporting)*

293 – LEP *(program school – federal reporting)*

294 – Migrant *(program school – federal reporting)*

296 – DPI FTE *(NC specific requirement – allows updates to re-enrollment records)*

297 – Homeless *(program school – federal reporting)*

123 – Happy Sunshine Daycare *(completely made up as an LEA example)*

**Note:** Pre-EOY prep is not required for schools closed prior to the 2016-2017 school year.

## Pre-EOY Information for all School Numbers Below 300

This section provides information specific to program, DPI and LEA created schools within PowerSchool. Please see Pre-EOY Instructions for specific steps to these processes.

- **Setup Years and Terms** - For all school numbers below 300
- Name of School Year:  2017-2018
- Abbreviation:  17-18
- First Day of School:  7/11/2017
- Last Day of School:  6/30/2018

- **Setup FTE** – For all school numbers below 300
- Name:  Full Time
- Default Attendance Mode:  Meeting
- Default Attendance Conversion:  Time to Day
- Default for these grades:  Check all grade levels
- Assign Default FTE for all grade levels

**Student Specific Information Related to Program Schools**

- Students who transfer out of program school or out of the LEA from a program school must be promoted or retained during the EOY process.

- Graduating students must have the exit code of W6, the Next Grade = 99, and the Next School = 999999.  The End of Year process will ensure that the correct exit code of W6 is given to the student as long as the correct Entry and Exit Codes are set on the End of Year Process page.

- If a student has reached grade 12 and is still receiving services, set the Next Grade = 12.

    - The student will process though EOY and will appear retained.  After EOY, make a note in the comment section of the student's Transfer record indicating the student has achieved the highest-grade level and is still receiving services.

**Students who transfer to other schools within LEA through EOY Process**

Program School students can transfer to another school within your instance.  Set the next school to the receiving school number within your LEA.

**Students who transfer out of the LEA through the EOY Process**

Must be promoted or retained during the EOY process.  Follow the same procedures as per traditional school transfer.

**General Notes:**

- All students who are active in school numbers below 300 after EOY (SY 20XX-20XX) will have their Entry Code updated by DPI to N1 (N1 Entry into Program School).  The Admission Status code N1 was created to ensure the PMR is not negatively impacted when the student record is transferred to a traditional school, i.e., initial Entry Code = E1.

- When running some validation reports, warnings may indicate that students within the program schools do not have a schedule.  This message can be ignored.

- Not all LEA's and Charters will have all program schools documented here. Program schools were created based on Federal Program needs.

## Charter Schools – Special Instructions

If your charter does not offer all grade levels and students will transfer to another LEA due to promotion, the Next School Indicator must be set to school number XXX(LEA number)296, FTE School.  Example, elementary charter offers grade levels KI-5, current 5th grade students next grade = 6th grade, next school= XXX296.

**Important:**      The DPI FTE School will be used by all charter schools whose highest-grade level is less than 12 for EOY purposes.  The default next school will be set to XXX296, XXX=LEA number.

**DANGER!**  After EOY, set all students transferred to the FTE school to a transfer out status. If this step is not completed after EOY, student records will not transfer to the next school.

# Student Transfers

**DANGER!**  North Carolina requires students to be promoted, retained or graduated using the EOY process if they are active on the last day of the school year.  EOY promotes the student to their next grade and next school.  If the student is not active at the time EOY is run, the grade level for the student will not be updated.

## Known Transfers out of the LEA

Students identified as transferring out of the LEA must remain active and must have a Next Grade and Next School identified.  Promote these students to the most logical Next School location within the LEA.

Once EOY is complete, the student will be promoted and transferred within the LEA.  The LEA must withdraw the student as a No Show (entry date = exit date) prior to the first 10 days of school.  Best practice is to No Show these students immediately as other LEAs may be attempting to do the Transfer Student Record process on the student's records.  Follow the Summer Withdraw process by withdrawing the student as of the summer withdraw date. When these students are transferred out, please make sure that BOTH the entry and exit date are the same.

After EOY, if the receiving LEA gets an error when clicking "Continue" on the Transfer Student Record screen, they must contact the school where the student record is incorrectly admitted and request the student record be withdrawn.

**CAUTION!**  If students do not have a Next Grade and Next School defined at the time EOY is executed, DPI will promote these students to the next grade level and place them in the FTE 296 school.  LEAs must then transfer the student using the appropriate methods after EOY is complete.

## Graduating Students

Graduating students must have the exit code of W6 (W6 High School Graduate), the Next Grade set as 99 and the Next School set as 999999 / Graduated Students School to be promoted correctly during the EOY process.

**Note:** Early and summer graduates must be assigned the next_school of graduated students and grade_level of 99. No further LEA action is required. NCDPI will process these students into the graduated students school through the EOY process.

## Pre-Registered Students

Pre-registered students must have the scheduling setup page appropriately populated with the student's next year grade and next school indicator. For pre-registered students, the next year grade must be the grade level that the student will be enrolled for the upcoming school year. For example, if a kindergarten student is pre-registered for the 2017-2018 school year before running the End of Year process for the 2016-2017 school year, the next year grade for the student on the Scheduling Setup page should be 0 (Kindergarten).

How to Pre-Register Students for Next School Year QRD:
http://www.nc-sis.org/Documents/end_of_year/20140508_EOY_5683_Pre_reg_students.pdf

Please verify the student's current enrollment status with the previous LEA/Charter school before pre-registering the student for the upcoming school year.

## New School Setup

The LEA must submit a ticket to the Technology Support Center via the Remedy on Demand Portal (https://nc-myit.us.onbmc.com) with a subject of ADD NEW SCHOOL – 20XX-20XX SCHOOL YEAR and request for the new school to be added. Prior to adding a new school to PowerSchool, the LEA must fill out an application requesting the addition of a new school to be added to their LEA. The application can be found on the EDDIE website. Until the application process is listed as "Completed" in EDDIE, the school cannot be added in PowerSchool. Once completed, the Technology Support Center staff can then provide assistance with adding the school to PowerSchool.

# Pre-EOY

This section provides steps to the tasks that need to be accomplished prior to the end of the current school year and before the EOY process begins on June 30, 20XX, at 5:00 p.m. Some of the items are required and others are recommended or optional. Please see Appendix B for a two page, printable checklist.

## Creating Years and Terms (required)

When running the End of Year Process, PowerSchool uses the Start and End dates of the upcoming school year to determine a student's new entry and exit date.

LEAs and charters must create a year-long term at each school, regardless of creating years and terms in PowerScheduler.

The LEA level Years and Terms must be created first. School level years and terms setup may be performed by LEA or school level staff with the appropriate rights in PowerSchool.

**Important:**     At the LEA level, the start and end dates **MUST** be the start date of your earliest starting school and the end date of your latest ending school. One example might be an LEA with year-round schools whose calendar dates are July 27, 20XX through May 27, 20XX. The traditional schools have calendar dates of August 24, 20XX through June 8, 20XX. The LEA level Years and Terms must be July 27, 20XX through June 8, 20XX. The start dates, in Years and Terms, will be the first day of attendance for students and the last day, in Years and Terms, will be the last day of attendance for students in school. There should be no padding in the school's Years and Terms.

Use the following steps to set up Years and Terms for each school:

> **Navigation:**     **Start > LEA or School > Years & Terms.**

1.   From the selected school or LEA, click New.

2.   Type the name of the new school year.

    a.  20XX-20XX

3.   Type an abbreviation, such as XX-XX.

4.   Type the date of the first day of your school year.

5.   Type the date of the last day of your school year.

6. Click Submit to finish creating the new school year.

7. Click on the name of term (20XX-20XX).

   a. Verify the File Term ID is populated and populate the same number that appears below into the File Term ID box. Click submit.

8. **LEA Level:** Repeat steps 2 through 7 for each school in the LEA that will be in session during the upcoming school year.

## Assigning Next School Indicators (required)

The End of Year process uses the next school indicator to determine which school each student will attend in the upcoming school year. Setting each student's Next School Indicator can be done individually on the Scheduling Setup student screen, or by updating the Next_School field using the Student Fields Value group function. This task can be performed by LEA or school level staff with the appropriate rights in PowerSchool.

The school information at the LEA Level defines the lowest and highest grade levels for a particular school and further defines the default next school. When a student is at the highest-grade level in a given school, the End of Year process will move the student record to the default next school unless a change is indicated in the student's Next Grade Level in the Schedule Setup Screen.

The system evaluates the student's current grade level with the next grade level in the student Schedule Setup screen. Based on the results of that evaluation, the student will then be promoted to the next school, promoted within the same school, retained in the same grade, or graduated.

## Verifying or Adding a Default Next School

Verify the Default Next School for all schools within your PowerSchool instance. Please be reminded, this includes program and DPI or LEA created schools. If necessary, the Default Next School may be added or updated. Users may review an entire list of Default Next Schools by navigating to the End of Year Process screen.

There may be times when a new school has been added to the PowerSchool instance. New schools within the LEA may not be visible in the Next School list when attempting to update the Default Next School.
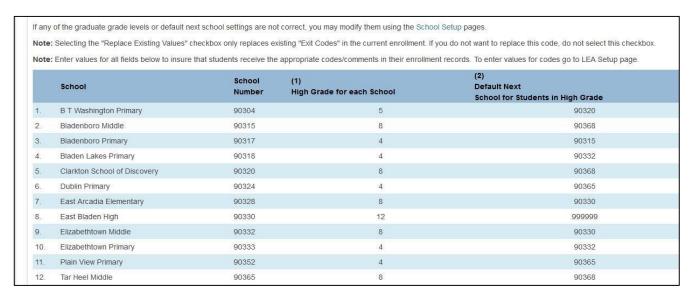
Use this section to view all schools and their associated Default Next School, add schools to the Next School list and update the Default Next School.

## Viewing all schools with the Default Next School:

| Navigation: | Start Page > System > End of Year Process |
|---|---|

## EOY Process Page

If any of the graduate grade levels or default next school settings are not correct, you may modify them using the School Setup pages.

**Note:** Selecting the "Replace Existing Values" checkbox only replaces existing "Exit Codes" in the current enrollment. If you do not want to replace this code, do not select this checkbox.

**Note:** Enter values for all fields below to insure that students receive the appropriate codes/comments in their enrollment records. To enter values for codes go to LEA Setup page.

| | School | School Number | (1) High Grade for each School | (2) Default Next School for Students in High Grade |
|---|---|---|---|---|
| 1. | B T Washington Primary | 90304 | 5 | 90320 |
| 2. | Bladenboro Middle | 90315 | 8 | 90368 |
| 3. | Bladenboro Primary | 90317 | 4 | 90315 |
| 4. | Bladen Lakes Primary | 90318 | 4 | 90332 |
| 5. | Clarkton School of Discovery | 90320 | 8 | 90368 |
| 6. | Dublin Primary | 90324 | 4 | 90365 |
| 7. | East Arcadia Elementary | 90328 | 8 | 90330 |
| 8. | East Bladen High | 90330 | 12 | 999999 |
| 9. | Elizabethtown Middle | 90332 | 8 | 90330 |
| 10. | Elizabethtown Primary | 90333 | 4 | 90332 |
| 11. | Plain View Primary | 90352 | 4 | 90365 |
| 12. | Tar Heel Middle | 90365 | 8 | 90368 |

## Adding Schools to the Next School List at the School Level

| Navigation: | Start Page > School > Next School |
|---|---|

### Next School

New

| School Name | School Abbrev. | School Number |
|---|---|---|
| Brawley Middle School | BMS | 490308 |
| Lake Norman High School | LNHS | 490335 |

1.  Click the Next School Number link.  Locate your "next school number" for each school in your LEA, including the FTE School, by navigating to LEA level > Home Page Setup > LEA > Under District Setup.  Click on Schools/Schools Info.  You will then see all the schools listed and their school number under the "School Number" column.

2.  Add to your Next School List the school's full name, the school abbreviation, and the school number (6 digits for majority – Charters only may have a 5 or 6 digit number).  On the following page, go to Scheduling > Next School.  Click the "New" button to add a new next school.

## Assigning Next Year Grade Values (Required)

The End of Year Process uses the value in the Next Year Grade field for each student to determine which grade level a student will be enrolled in for the upcoming school year. Set each student's Next Year Grade before running the End of Year Process. This can be done individually on the Scheduling Setup student screen, or in groups by updating the Sched_NextYearGrade field using the Student Field Value group function. This task can be performed by LEA or school level staff with the appropriate rights in PowerSchool.

**Individual Student**

Set the Next Year Grade on the student screen >Scheduling Setup > NextYearGrade

**Student Groups**

Update the sched_NextYearGrade field using the Student Field Value group function, Start Page > Special Functions > Group Functions > Student Field Value.

**DANGER!** North Carolina requires students to be promoted, retained or graduated using the EOY process if they are active on the last day of the school year. EOY promotes the student to their next grade and next school. If the student is not active at the time EOY is run, the grade level for the student will not be updated.

## Default Grade Level for FTEs (Required)

Verify that each grade level has a default FTE for the upcoming school year. If a student transfers into a grade level that is not assigned a default FTE, the student is not assigned an FTE for the upcoming school enrollment. This task can be performed by LEA or school level staff with the appropriate rights in PowerSchool.

**Navigation:** **Start > School > Full-Time Equivalencies (FTE).**

1. Click Term at the top of the page.

    a. The Change Term page appears.

2. Click the upcoming school year from the list.

3. Click an existing FTE.

    a. The FTEs displayed on this page were copied over from the previous school year when the new school year term was created.

    b. Check the appropriate boxes near the bottom of the FTE to designate that FTE for the applicable grade levels.

**Note:**  Only one FTE can be the default for a given grade level.

4.     Click Submit.

5.     *LEA Level:* Repeat for each school that will be in session for the upcoming school year.



**Note:**  If students do not have a Next Grade and Next School defined at the time EOY is executed, DPI will promote these students to the next grade level and place them in the FTE 296 school.   LEAs must then transfer the student using the appropriate methods after EOY is complete.

# Pre-EOY Validations

## Phase 1 – Pre-EOY Validations

### Validate School Enrollments (Required)

School enrollment conflicts occur if a student's school enrollment dates do not fall within the valid dates of a scheduling term or school year.  Additionally, conflicts occur when enrollments overlap within the school year.   Validating School Enrollments can be performed by LEA or school level staff with the appropriate rights in PowerSchool.

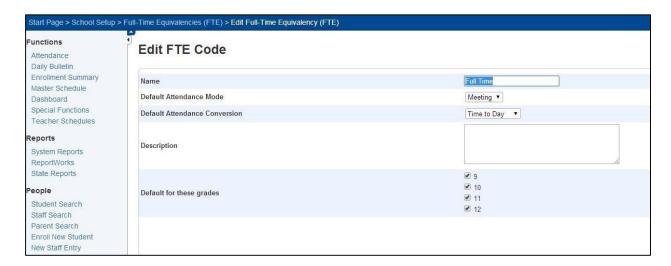| **Navigation:** | **Start > System Reports > System > School Enrollment Audit** |
|---|---|

Validate section enrollment dates by running the School Enrollment Audit report.  Review the possible school enrollment conflicts and make any necessary corrections.

### Validate Section Enrollments (Required)

Section enrollment conflicts occur if a student's section enrollment dates do not fall within the entry and exit dates for a valid school enrollment or within the first and last day of a valid scheduling term (Years and Terms).  Conflicts also occur if a student is enrolled in a school, but not enrolled in any classes.  To review section individual student enrollment dates, select the All Enrollments or Modify Info page for a student.  Section enrollments are stored in the [CC] table.   This task can be performed by LEA or school level staff with the appropriate rights in PowerSchool.

Validate section enrollment dates by running the Section Enrollment Audit report.

| **Navigation:** | **Start> Reports > Run Reports > Section Enrollment Audit** |
|---|---|

Review the possible section enrollment conflicts and make any necessary corrections.

### Data Validation Testing (Required)

All active students at all schools must be transitioned with a valid next school and next grade level prior to June 30.  For school level staff, one means to do data validation testing, is by using field level searches.  There are many student search options available that will return those students who will cause the EOY validation to fail.

# LEA Level Validation

Data validation is critical to EOY.  Validations are run at the LEA level but can be corrected at the school level.

The PowerSchool product focuses on a few key data elements for the EOY validation process:

- School not set up for next year

- School exists in LEA

- Years and Terms

- Next Grade / Next School for all active students

- Appropriate grade levels for next school based on student's current year grade

- Appropriate coding of Graduating students (Next Grade and Next School)

> **Navigation:** **Navigation:  Start Page > System Administrator > End-of-Year Process - (a.k.a.  Promote Students) (Run on LEA Level)**

*Note:*

DPI has turned off the Perform EOY and Promote Student option on the End-of-Year Process screen until the process is ready to be executed.  DPI will turn the option back on and inform those LEA/Charters who wish to execute the process once the option is available for use.

**DANGER!** Do not withdraw and transition students completing the current year prior to EOY.  Students completing the current year within your LEA must go through the EOY process.

# School Level Field Review

Subsequent sections provide tips for searching for and correcting data issues on a mass level.

**Key fields to review**

- **Next_School**

    o The school the student will be attending in the Next School Year

- **Sched_Nextyeargrade**

    o The grade the student will be enrolled in during the Next School Year

- **Grade_Level**

    o The student's current grade level

- **Schoolid**

    o The student's current school

Navigate to the Start page of PowerSchool and search for the students to verify their EOY parameters:

**Examples**

1. Grade_Level = 5; Sched_Nextyeargrade <> 6

    This will select those students who are currently in 5th grade who do NOT have next year's grade set up correctly.

2. Grade_Level = 8; Next_School <> XXXXXX (specify the desired next_school)

    This will select those students in grade 8 that may not have their next school set to the appropriate high school.

3. Grade_Level < 5; Next_School <> XXXXXX (specify the current schoolid)

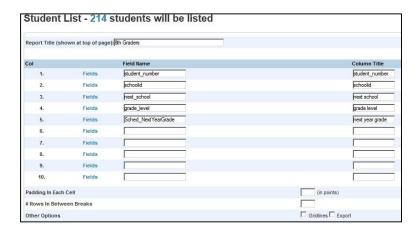    This will select those elementary students who should stay in their current school for the next school year.

Once the selection has been made, you can then perform these group functions to list, export or set the appropriate student EOY parameters:
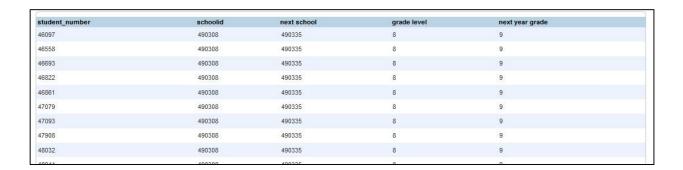
- List Students
- Quick Export
- Next School Indicator
- Student Field Value

## List Student



## Result



## Quick Export



## Result (In Excel)

| | Student Number | Schoolid | Next School | Grade Level | Sched Nextyeargrade | |
|---|---|---|---|---|---|---|
| 1 | Student Number | Schoolid | Next School | Grade Level | Sched Nextyeargrade | |
| 2 | 60723 | 490308 | 490335 | 8 | 9 | |
| 3 | 56330 | 490308 | 490335 | 8 | 9 | |
| 4 | 69897 | 490308 | 490335 | 8 | 9 | |
| 5 | 48349 | 490308 | 490335 | 8 | 9 | |
| 6 | 48743 | 490308 | 490335 | 8 | 9 | |
| 7 | 63507 | 490308 | 490335 | 8 | 9 | |
| 8 | 62478 | 490308 | 490335 | 8 | 9 | |
| 9 | 49391 | 490308 | 490335 | 8 | 9 | |
| 10 | 50097 | 490308 | 490335 | 8 | 9 | |
| 11 | 73360 | 490308 | 490335 | 8 | 9 | |
| 12 | 55810 | 490308 | 490335 | 8 | 9 | |
| 13 | 49333 | 490308 | 490335 | 8 | 9 | |
| 14 | 55232 | 490308 | 490335 | 8 | 9 | |
| 15 | 54823 | 490308 | 490335 | 8 | 9 | |
| 16 | 72203 | 490308 | 490335 | 8 | 9 | |
| 17 | 48372 | 490308 | 490335 | 8 | 9 | |
| 18 | 48614 | 490308 | 490335 | 8 | 9 | |

**Student Field Value**

| Navigation: | Start Page > Special Functions > Group Functions > Student Field Value |
|---|---|

## Student Field Value

214 students are selected

| Option | Value |
|---|---|
| Field To Change (Fields) | sched_nextyeargrade |
| New Field Value | 9 |
| | ☐ Clear Field Value |
| | Insert * to use the current field value with the new field value. |
| Options | ☐ Do not overwrite existing data. |
| | WARNING: This change is irreversible. |

## Result

The result would be that the selected 214 student's next school is changed to the school specified in the dropdown list.

# Phase 2 – Pre-EOY Validations

After the Last Day of the Current School Year

## Data Validation Testing (Required) School Level Only

School Level – Continue conducting the same data validation tests before the end of the school year. Most errors were corrected in phase 1. You should be seeing fewer errors. It is important to continue validating data due to the additions, changes, and deletions occurring at any time.

## Permanently Store Final Grades (Required) School Level Only

You will follow the same process you have done during the school year. See QRDs on www.nc- sis.org.

## Complete and Approve State Compliance Reporting (NC Required)

For more information on State Compliance Reporting, please see the following links:

- http://www.nc-sis.org/school_information.html

- http://www.ncpublicschools.org/fbs/accounting/

- http://www.ncpublicschools.org/research/discipline/collection/

- http://www.ncpublicschools.org/docs/data/calendar/2014-15/Requiredsub.pdf

## Complete CTE Activities (Required)

The CTE Administrator can provide information about what is required for each of these tasks.

## Print Reports (Recommended)

While many reports in PowerSchool can return data from prior years, some reports are designed to report on data from the current school year only. After running the End of Year Process, it may be difficult to extract some historical data using certain reports. It is recommended to print and archive several reports for the current school year before running the End of Year Process. See **Appendix C** for a full list of Current and Previous Year PowerSchool Reports. This task can be performed by LEA or school level staff with the appropriate rights in PowerSchool.

- LEA created Object reports
- Report Cards
- Transcripts
- Form Letters

- State Reports
- Canned PowerSchool Reports

# Complete Scheduling (Required)

Each school has already made the decision to either use PowerScheduler to build their Master Schedule, to roll their current master schedule over and tweak it for the 20XX-20XX school year, or are planning to create a new master schedule for the 20XX-20XX school year from scratch.

Note:

Before committing the schedule, or copying the master schedule to the live side, remember to check the Years and Terms start and end dates. Incorrect dates in the Years and Terms will cause incorrect student enrollment dates when running the End of Year Process.

**Navigation: Start > School Setup > Years & Terms**

Below are the instructions for Creating a New Master Schedule or Copying the Master Schedule on the Live Side:

# Import Standards

Depending upon the LEA decision to continue using or begin to use standards in the new year, the standards should be imported prior to the 'commit' piece of the EOY process. The import should happen after the school year has ended, grades are stored, reports are printed, etc…., but before clicking 'commit' from within PowerScheduler.
NOTE: There are new math standards so please be aware that these should replace the old math standards and imported along with any other new/revised/modified standards.

# Create a complete new Master Schedule:

There is nothing for you to do at this time. Creating a new Master Schedule can be a time- consuming process. This process can be done on the live side after EOY has taken place.

# Copy Master Schedule on Live Side:

If a school manually schedules students on the live side (not recommended before EOY), you can use the Copy Master Schedule function before or after the End of Year process.

**Navigation:        Start Page > System > Copy Master Schedule**

**Instructions:**

1. Set Term at the top of the PowerSchool start page
   a. Next School Year if copying before EOY
   b. Current School year if copying after EOY
2. Navigate to Copy Master Schedule, Start Page > System > Copy Master Schedule.
3. Choose the prior school year as Source year.
4. Choose the new school year as the Target year.
5. Check the confirm box.
6. Submit.

**Important:** When copying the master schedule, the dates from the source year overwrite and the Years & Terms dates for the upcoming (destination) school year must be corrected. When copying the Master Schedule, PowerSchool reinitializes the school calendar; therefore, do not setup your school calendar or you will need to set it up again.

## Years & Terms

After committing the schedule, or copying the master schedule to the live side, remember to check the start and end dates for your Years & Terms. Incorrect dates in the Year term will cause incorrect student enrollment dates when running the End of Year Process.

| **Navigation:** | **Start > School Setup > Years & Terms** |
|---|---|

## CalendarSetup

When committing the schedule from PowerScheduler, or copying the master schedule on the live side, PowerSchool reinitializes the school calendar. Do not setup your school calendar until after you have committed your schedule or after you have copied the master schedule

## Using PowerScheduler

If using PowerScheduler to create the school schedule, commit the schedule to the live side once you have completed all the information necessary for the current school year. The schedule is considered complete when all desired courses and sections are built (via the Build process or Copy Master Schedule function) and students are enrolled into those sections (via the Load process).

Complete instructions on how to commit is located within the PowerScheduler Build and PowerScheduler Load QRD on www.nc-sis.org.

| **Navigation:** | **Start > PowerScheduler > Commit** |
|---|---|

**Important:** When using PowerScheduler, **the Commit Process <u>MUST be complete BEFORE EOY and AFTER school is no longer in session. The Commit process can only be completed once.</u>** If you have already committed your

schedule and need to change it in PowerScheduler PRIOR to EOY, please contact the Home Base Support Center (homebase.incidents@its.nc.gov).

The scheduling term dates from PowerScheduler overwrite the Years & Terms dates on the live side.  Make sure that Years and Terms are correct in PowerScheduler before committing your Master Schedule back to PowerSchool.

PowerSchool reinitializes the school calendar.  Do not setup your school calendar until after you have committed your schedule or you will need to set it up again.

## Verifying Commit from Master Schedule from PowerScheduler to Live Side

After committing, the following steps will verify that the commit process committed all scheduling files.

1. Log into PowerSchool.
2. Navigate to Start Page > District Setup > Schools/School Info.
3. Record the School Number for the schedule that was committed.
4. Navigate to Start Page > System Administrator > Page and Data Management > Direct Database Export (DDE).
5. From the Current Table dropdown field select "ScheduleBuilds(105)".
6. In the Search Schedule Builds enter:
    a. SchoolID = X (enter the school number from step 3),
    b. CurrentBuild = True
7. Select Search all X records in this table.
8. Choose the List View Link.
9. Record the BuildID value.
10. Return to Direct Database Export and change the current table to the
    a. ScheduleSections(112) table.
11. In the search ScheduleSections field enter:
    a. BuildID = X (enter the buildid from step 9)
12. Select Search all X records in this table.
13. Record the current records in selection.
14. Change the Current Table dropdown to the Sections(3) table.
15. In the Search Sections fields enter:
    a. SchoolID = X (enter the school number from step 3)
    b. TermID >= X (If you are scheduling for the XX-XX you would enter the TERMID used for the scheduling year)
16. Verify that the number of Schedule Sections' records match the number of Sections records.
17. Return to Direct Database Export and change the current table to the ScheduleCC(111) table.
18. In the search ScheduleCC field enter:
    a. BuildID = X (enter the buildid from step 9)
19. Select Search all X records in this table.
20. Record the current records in selection.
21. Change the Current Table dropdown to the CC(4) table.
22. In the Search CC fields enter:
    a. SchoolID = X (enter the school number from step 3)
    b. TermID >=X (If you are scheduling for the XX-XX school year the value would be the TERMID)
23. Verify that the number of ScheduleCC records match the number of CC records.

## Run Class Rank (including early graduates) – School Level

Verify Include Early Grads is checked

| **Navigation:** | **Navigate to: Start Page > School > Grading Section > Class Rank > Class Rank Method** |
|---|---|

If Recalculate Current Class is not set to Daily, choose Recalculate Now

| **Navigation:** | **Start Page > School > Class Rank > Class Rank Recalculation Frequency** |
|---|---|

## Clear Activities (recommended)

All student activities are automatically carried over during the End of Year Process.  Clear any student activities that shouldn't carry over into the next school year.  This task can be accomplished for groups of students using the Clear Activities function.  This task can be performed by LEA or school level staff with the appropriate rights in PowerSchool.

| **Navigation:** | **Start Page > System Administrator > Clear Activities** |
|---|---|



## Configure Fees (optional/recommended)

Configure school and course enrollment fees.  School enrollment fees are assessed automatically when running the End of Year Process.  Course enrollment fees are assessed when committing your schedule from PowerScheduler to the live side.  This task can be performed by LEA or school level staff with the appropriate rights in PowerSchool.

**Note:**
  School and course enrollment fees may also be assessed individually or en masse after enrollment in a school or course.

## Print Meal Transactions and PowerLunch Reports (Primarily Applicable to Charter Schools)

When running the End of Year Process, PowerSchool rolls over each student's current balance (stored in [Students]Balance1) as the beginning balance (stored in [Students]Balance2) and clears all meal transactions from the [GLDetail] and [Batches] tables.

**Note:**

To preserve a copy of historical lunch data, export the records from the GLDetail table.  This provides the ability to review individual lunch transactions after running End of Year without having to restore a PowerSchool backup.

It is also recommended that you print certain PowerLunch reports before closing out the school year.  These reports are unavailable for any school year that has been closed out by the End of Year Process because all PowerLunch transactions have been cleared.  Use the following navigation to locate PowerLunch reports:

| |
|---|
| **Navigation:**       **Start > PowerLunch** |

## PowerLunch Reports

- Meal Count Listing
- Meal Count Report

## Export Historical Grades (optional)

While the End of Year Process does not modify or delete any stored grades, it is best practice to export this data at the end of each school year.  Exporting these records provides the LEA with a snapshot of all grading data at the end of a given school year.

| |
|---|
| **Navigation:**       **Start Page > System Administrator > Export Historical Grades** |

# Performing the End of Year Process

Once all validation error messages have been corrected, your data is ready for the EOY process to be executed.

---

**CAUTION:** If district data fails validation and is not promptly addressed by local personnel, then DPI's HBSC team will take the following actions:

**Failure to assign Next School/Next Grade**: All students will be assigned to a holding school (296 DPI FTE School). All students will be promoted to the next grade level (Current Grade +1), except Seniors who will remain at their current grade level. Districts will need to transfer students and move them to the correct school after EOY completes.

**Failure to assign Term setup for Next School Year:** All schools will be set to the default of July 1 – June 30. Districts will need to correct term setup after EOY completes.

---

## Running the End of Year Process

The End of Year process can be run by users with LEA level access.

---

| **Navigation:** | **Start Page > System > End-of-year process** |

---

1.  If you haven't already, read all messages and instructions on the screen.

2.  Use the following table to update the Student Type Exit and Entry Codes.

    **Note:** Exit Comments are at the discretion of the LEA.

| **Student Type** | **Exit Code for Current Enrollment** | **Entry Code for New Enrollment** |
| --- | --- | --- |
| Graduating | W6 (W6 High School Graduate) | N/A |
| Promoted to next school | PRN (Promoted New School) | E1 (E1 Init enroll - this year) |
| Promoted within same school | PR (PR Promoted) | E1 (E1 Init enroll - this year) |
| Retained | RACD (Retention-Local Stds-Acad) | E1 (E1 Init enroll - this year) |
| Demoted | DEM (Demotion) | E1 (E1 Init enroll - this year) |

**Important:**     When retaining students, select the default retention (RACD) code. Keep a list of students whose retention record will need to be updated to the appropriate retention code after EOY.

---

3. Click Perform EOY and Promote Students from the last drop-down on the page.

4. Click Perform End-of-Year Processing.

**Note:** Checking the Replace Existing Values will update all student records.

After starting the End of Year Process, PowerSchool will provide you with feedback on its progress. Leave your browser on this page while the End of Year Process is running. See samples of progress indicators below.

**Note:** The EOY process displays several messages as shown in the following screen shot.

**Progress and Completion Message**



The End of Year Process is complete once you see the "End of Year Process Complete" message as seen above. You may not see this message if you allow the browser window to timeout. Check back periodically, or use the Server Log as shown below to monitor the progress of the End of Year Process.

**Important:** If you accidentally close your browser during the End of Year Process, or if your browser window "times out," you can monitor the End of Year Process progress on the PowerSchool server by viewing the server log.

| Navigation: | Start Page > System > System Logs > System Log > View Current System Log File |
| --- | --- |

**Server Log**



# Validating Data after Running EOY

The following instructions will be used by LEAs and Charters after running their EOY.

## Data Review

**Note:**

Post EOY validation does not include data clean up, unless a restore is needed to complete EOY.

If you have concerns, or the data seems 'wacky' but can be corrected by the LEA or DPI after EOY, please take note. After EOY, the LEA can correct the data and/or work with the HBSC to correct the issue.

> **DANGER!** Before beginning data validation, verify you are in the **CORRECT** Term. As you navigate around during data validation, check the Term often.

Choose an elementary, middle and high school within the district. Document the LEA/School number and Name in the table below. A Post EOY Validation Check List is available to print, see **Appendix E**.

# Appendix A: Post EOY Validation Check List

Use the following checklist to verify data is available and accurate. Choose an elementary, middle and high school within the district. Document the LEA/School number and Name in the table below.

**DANGER!** Before beginning data validation, verify you are in the correct term (17-18). As you navigate around during data validation, check the Term often.

| LEA _____ | Elemen-tary | Middle | High School | Charter |
|---|---|---|---|---|
| **Verify Years and Terms.**<br>Start Page > School Setup > Years & Terms | | | | |
| **Verify Staff.**<br>Start Page > Staff > Staff Directory | | | | |
| **Verify marks have been written to a student's historical marks for previous school year.**<br>Start Page > Student Selection > Historical Grades | | | | |
| **Verify a student has an exit comment, i.e., promotion /retention/graduation for the previous school year.**<br>Start Page > Student Selection > Transfer Info | | | | |
| **Verify a student has a new enrollment line, including an entry comment promotion /retention/graduation for the current school year.**<br>Start Page > Student Selection > Transfer Info | | | | |
| **Verify students have a schedule for the current school year** *(if PowerSchool Scheduler was used prior to EOY).*<br>Start Page > Student Selection > List View | | | | |
| **Verify Reports are available:**<br>**- ReportWorks**<br>**- NCDPI Reports**<br>**- sqlReports 4**<br>**- Dashboard tab**<br>*\*\*Some data may not be available to run reports until the school year starts.* | | | | |

# Appendix B: Pre-EOY Checklist

Print this page as a high-level checklist of recommended and required tasks to be completed prior to EOY.  The steps described should be completed in the order listed.  Detailed information regarding schools with school numbers under 300, Program schools and FTE schools are provided in the body of the **End-of-Year (EOY) User Guide**, located at http://www.nc-sis.org/EOY.html.

| | Prep-Work before Last day of School<br>(Begin Now, Phase 1) |
|---|---|
| ☐ | **Create Years and Terms (Required)**<br>At all active schools, LEA (District) schools and Program Schools |
| ☐ | **Assign Next School Indicators (Required)**<br>At all active schools, LEA (District) schools and Program Schools |
| ☐ | **Assign Next Year Grade Values (Required)**<br>At all active schools, LEA (District) schools and Program Schools (all active students must be assigned next year grade) |
| ☐ | **Configure Default Grade Level for FTEs –School Level(Required)**<br>All active schools, LEA (District) schools and Program Schools |
| ☐ | **Validate School Enrollments Dates- School Level (Required)**<br>At all active schools, LEA (District) schools and Program Schools |
| ☐ | **Validate Section Enrollments –School Level (Required)**<br>At all active schools, LEA (District) schools and Program |
| ☐ | **Mock EOY Process (Required) LEA Level**<br>This provides a very important overview of the validations' errors at all of your schools.  It is recommended that this process is run often due to the dynamic environment within schools.  <u>No validations errors may exist prior to 6/30</u> <u>at 5 p.m.</u>  Validation errors will completely halt the EOY process. |
| ☐ | **Data Validation Testing (Required) LEA and School Level**<br>This should be a continuous process at all schools due to the importance of all data being accurate through the EOY process.  Having your data correct now will save you endless hours in the next school year if left incorrect. |

| | After End of Your School Year<br>(Begin after the last day of school, Phase 2) |
|---|---|
| ☐ | **Data Validation Testing (Required) School Level Only**<br>This should be a continuous process at all schools due to the importance of all data being accurate through the EOY process.  Having your data correct now will save you endless hours in the next school year if left incorrect. |

| | |
|---|---|
| ☐ | **Complete and Approve State Compliance Reporting (NC Required)**<br>• Month 9 PMR<br>• GDVR<br>• ALP<br>• Discipline |
| ☐ | **Complete CTE Activities (NC Required)**<br>The CTE Administrator can provide information about what is Required for each of these tasks. |
| ☐ | **Print Reports (highly recommended)**<br>Examples:<br>• Print PowerSchool 'canned' reports that cannot produce student data from prior years.<br>• Print any object reports the LEA has created:<br>• Report Cards DPI<br>• Transcripts Export<br>• State Reports |
| ☐ | **Complete Scheduling (Required - VERY IMPORTANT)**<br>If using PowerScheduler, the schedule must be committed prior to running EOY. See "Complete Scheduling" for more information. |
| ☐ | **Run Class Rank (Required)**<br>Verify that early graduates are included in Class Rank Method. |
| ☐ | **Mock EOY Process (Required) LEA Level**<br>This provides a very important overview of the validations errors at all of your schools. It is recommended that this process is run often due to the dynamic environment within schools. <u>No validations errors may exist prior to 6/30</u> at 5 p.m. Validation errors will completely halt the EOY process. |
| ☐ | **Clear Activities (optional/recommended)**<br>See Clear Activities |
| ☐ | **Configure Fees (optional/recommended if used)**<br>See Configure Fees |
| ☐ | **Print Meal Transactions and PowerLunch Reports**<br>Optional/recommended if used |
| ☐ | **Post Final Marks** |
| ☐ | **Export Historical Grades (optional)**<br>Exporting historical grades provides a snapshot of all grading data at the end of a given school year. |
| ☐ | **Import Standards (prior to commit/as necessary)**<br>Note: There are new math standards! |

# Appendix C: Current and Previous Year PowerSchool Reports

Use this section for a complete list of PowerSchool canned reports that can be used for current and previous year data.

| Current Year |
| --- |
| Attendance Summary by Grade |
| Period Att. Verification |
| Year-to-Date Attendance Summary |
| At Risk |
| Parental Access Statistics |
| Class Ranking |
| Grade Count or by Teacher |
| Grades Distribution |
| Graduation Progress Report (PDF) |
| Honor Roll |
| Standards |
| Teacher Gradebooks |
| Meal Count Listing (PowerLunch) |
| Meal Count Report (PowerLunch) |

| Run Anytime – can specify Previous year |
| --- |
| Absentee |
| Aggregate Membership Audit |
| Attendance Count |
| Class Attendance Audit |
| Class Size Reduction Report |
| Consecutive Absences |
| Enrollment by Grade |
| Enrollment by Section |
| Enrollment Summary by Date |
| Monthly Student Attendance Report |
| School Enrollment Audit |
| Section Enrollment Audit |
| Student Attendance Audit |
| Weekly Attendance Summary (Daily) |

| Run Anytime – can specify Previous year |
| --- |
| Weekly Attendance Summary (Meeting) |
| PowerGrade Attendance |
| Master Schedule (PDF) |
| Student Schedule Listing |
| Teacher Maximum Load Report |
| Discipline Log |
| Discipline Summary |
| Class Rosters (PDF) |
| Class Rosters (PDF) |

# Appendix D: Transition Scenarios

Review this section for common transition scenarios. This 3-page section has been segmented into three tables:

- Traditional School
- Charter and/or Special Circumstances
- CECAS, Students not in LEA membership, but receive EC services

## Traditional School

| Situation | Example | Current Grade | Next Grade | Next School | Notes |
|-----------|---------|---------------|------------|-------------|-------|
| Graduating Student | Highest grade level, graduating out of school | | 99 | Graduated Students School, field 999999 | After EOY, student will be inactive and graduated. See Graduated student activities on EOY Checklist. |
| Student in highest grade level, moving to next school and next grade (promoted) | 8th grade middle school student promoted to 9th grade, high school | 8 | 9 | Default high school within the student's current LEA | Student will be pre-registered until the calendar's first day of school. |
| Student in the highest grade level, retained | 8th grade middle school student retained in 8th grade | 8 | 8 | Current middle school | Student will be pre-registered until the calendar's first day of school. |
| Promoted student, same school (not graduating) | 3rd grade student promoted to 4th grade | 3 | 4 | Current school | Student will be pre-registered until the calendar's first day of school. |
| Retained student, same school | 3rd grade student retained in 3rd grade | 3 | 3 | Current school | Student will be pre-registered until the calendar's first day of school. |

| Situation | Example | Current Grade | Next Grade | Next School | Notes |
|---|---|---|---|---|---|
| Pre-enrolled student for next year | Student pre-enrolled to KI next year | NA | KI | Current school | EOY will not process this record, but next and next grade are required for the EOY process. |
| EC student not being retained, remaining in same grade level | Student in 12th grade and will remain in 12th grade, not retained | 12 | 12 | Current School | Student will show as retained after EOY, the record will require post EOY clean up. |

## Charter and/or Special Circumstances

| Situation | Example | Current Grade | Next Grade | Next School | Notes |
|---|---|---|---|---|---|
| Student in highest grade level, moving to next school, promoted, different LEA | Charter is grades K-5, students in grade 5 promoted | 5 | 6 | FTE (296) School | Student will be promoted and assigned to the Charter's FTE school. Student is available for the next school/LEA to enroll. |
| Student in highest grade level, retained | Charter is grades K-5, student is retained in 5th grade | 5 | 5 | Current Charter school | Use appropriate retention indicator to indicate the student is retained for RPG purposes. |

## CECAS, Students not in LEA membership, but receive EC services

| Situation | Example | Current Grade | Next Grade | Next School | Notes |
|---|---|---|---|---|---|
| PK student promoted to KI | EC PK student promoted to KI | PK | KI | State reporting school within the same LEA | DPI will update the CECAS school entry code to N1. |
| PK student promoted to KI, next school different LEA | EC PK student not returning to current LEA | PK | KI | Current LEA CECAS school | Student will remain in the CECAS school as KI. |
| PK student remaining in PK, not retained | EC PK student not promoted to KI | PK | PK | Current LEA CECAS school | Student will remain in the CECAS school as PK. |
| EC student not graduating, not retained | Grade level KI – 12, though as 21 | Current grade level | Current grade level | Current LEA CECAS school | Student will remain in CECAS school at current grade level. |

# Appendix E: Post-EOY Data Validation

Use the following checklist to verify data is available and accurate. Choose an elementary, middle and high school within the district. Document the LEA/School number and Name in the table below.

> **DANGER!** Before beginning data validation, verify you are in the correct term (17-18). As you navigate around during data validation, check the Term often.

| LEA _____ | Elemen-tary | Middle | High | Charter |
|---|---|---|---|---|
| **Verify Years and Terms.**<br>Start Page > School Setup > Years & Terms | | | | |
| **Verify Staff.**<br>Start Page > Staff > Staff Directory | | | | |
| **Verify marks have been written to a student's** (pick a student) **historical marks for previous school year.**<br>Start Page > Student Selection > Historical Grades | | | | |
| **Verify a student** (pick a student) **has an exit comment, i.e., promotion/retention/graduation for the previous school year.**<br>Start Page > Student Selection > Transfer Info | | | | |
| **Verify a student** (pick a student) **has a new enrollment line, including an entry comment promotion/retention/graduation for the current school year.**<br>Start Page > Student Selection > Transfer Info | | | | |
| **Verify students have a schedule for the current school year** *(if PowerSchool Scheduler was used prior to EOY).*<br>Start Page > Student Selection > List View | | | | |
| **Verify Reports are available:**<br>• **ReportWorks,**<br>• **NCDPI Reports**<br>• **sqlReports 4**<br>• **Dashboard tab**<br>Data may not be available to run reports, as students are not active for the current school year. | | | | |

NC STUDENT INFORMATION SYSTEM

# Appendix F: Post-EOY Start of School Checklist

Print this page as a high level checklist of recommended tasks to perform before starting the upcoming school year.  The steps described should be completed in the order listed. A thorough review of your school setup before the beginning of the upcoming school year will help ensure a successful transition into the next school year.

| ☐ | Years and Terms |
|---|---|
| ☐ | Periods |
| ☐ | Cycle Days |
| ☐ | Attendance Codes |
| ☐ | Attendance Code Categories |
| ☐ | Attendance Conversations |
| ☐ | Full Time Equivalencies (FTEs) |
| ☐ | Attendance Preferences |
| ☐ | Bell Schedule |
| ☐ | School Calendars |
| ☐ | Final Grade Setup |
| ☐ | Current Grade Display |
| ☐ | GPA Student Screens |
| ☐ | GPA Calculations |
| ☐ | Honor Roll Methods |
| ☐ | Final Grade Entry Options |
| ☐ | Activities |
| ☐ | Verify Class Rank |
| ☐ | Add PMR Intervals |