



WebPams EOY Steps for High Schools

Version Date: 05/27/2013

**714 N Ashley Ridge Loop
Shreveport, Louisiana 71106
(318) 868-8000
(800) 509-7070
support@edgear.com
www.edgear.com**

Contents

Introduction.....	2
Principal Sets Deadline for Teachers to Have All Assignments Entered.....	2
Teachers Update Gradebook Assignments.....	2
Move Graduating Juniors to Senior Grade Level.....	2
Missing Grades Audit.....	3
Incomplete Grades Audit.....	3
Post Grades Master: Calculate Semester / Final Averages.....	4
Post Denial of Credit due to Attendance.....	6
Daily Attendance Report in Summary Mode.....	6
Using the Attendance By Period Course History Program.....	7
Print a Report of Students Denied Credit due to Absenteeism.....	9
Print Grade Sheets for Teachers to Verify Final Grades.....	9
Option 1: Office Prints Grade Sheets.....	9
Option 2: Teacher Prints Gradesheets from WebPams Gradebook.....	10
Recalculate Semester / Final Grades.....	10
Update Current GPA / Current GPA Report.....	11
Review and Update Special Codes Related to Diploma Pathways.....	12
Update the Cumulative GPA.....	12
Rank Report.....	13
Test Score Editor: Check Highest GEE Score of Seniors.....	14
Test Score Editor: Enter a New Score/Level.....	15
Print Transcripts for Seniors.....	16
Identifying Students with Failing Grades.....	18
Possible Failures Report.....	18
Grades Distribution Report.....	20
Assign SBLC Codes (Retention / Promotion as a Result of an SBLC).....	21
Assign SBLC Codes to a Group of Students.....	21
Assign SBLC Code to a Single Student.....	23
Print a List of Retained Students.....	23
Print Final Report Cards.....	24
Post Diploma Endorsements for Seniors.....	24
Post Exits for Certificates of Achievement.....	25
Post Exits for Completers.....	25
Post Exits for Seniors Who Failed the GEE, but Have Completed All Carnegie Units.....	25
Create a List of Seniors Who Have Exited for Cert of Achievement, Completer, or Failed Due to GEE Only.....	25
Dropping Students – End-Of-Year.....	26

Introduction

This document tries to explain some procedures typically associated with closing out a school year at the high school level. You may find the use and order of some of these programs does not suit the way you do things. That is OK. Use whatever combination of procedures/programs works best for you.

Remember, the big goals of any high school End of Year closeout procedure are:

- **Move graduating juniors from gr 11 to gr 12:** A student in grade 11 cannot be considered as a graduate.
- **Current Year grades** have been reviewed, printed, and are accurate.
- **Verify special codes related to diploma pathways**
- **Verify / Post Endorsements of Seniors.**
- **Denials of credits due to absenteeism** have been posted, reviewed, and are accurate.
- **Transcripts, cumulative GPA's, ranks, and academic endorsements** for Seniors have been updated, checked, printed, and are accurate.
 - A check is made of Seniors who are being awarded diplomas: Do these Seniors have the necessary Carnegie Units to graduate?
- **Test Scores for seniors - check for accuracy and edit if needed.**
- **SBLC codes** for students being retained have been posted, reviewed, and are accurate.
- **Exit/Leave codes** are posted for Seniors who are departing the school due to the following conditions:
 - Students earning a diploma will have **no exit/leave code**
 - Certificate of Achievement completers are exited on last instructional day for students
 - Option 3/GED/Industry-Based Skills completers are exited on last instructional day for students
 - SBLC retention of a Senior where only passage of the GEE is left to graduate – SBLC code of T.
- If your district prints **End of Year Labels**, they are reviewed, printed, and are accurate.

Principal Sets Deadline for Teachers to Have All Assignments Entered.

- Ask the Principal to announce repeatedly the deadline for grades. Place reminders by the sign in book and in the teacher's lounge.
- The teacher simply needs to have up to date assignment grades for the current and past grading periods before the school run the program to calculate semester/final averages for courses.

Teachers Update Gradebook Assignments

The Teacher makes sure that assignment grades for the current grading period and any missing grading period are up to date and accurate.

1. Have teachers check current and past grades in Gradebook for accuracy. Have them go to **Reports** on the menu, then **Term Grades Report**. This is a quick way to check for averages from previous grading periods.
2. Corrections should be made to assignments in Gradebook. Correcting the assignment in Gradebook is the preferred method of fixing an incorrect marking period grade (by adjusting the assignment grade(s) which affect the marking period grade).
 1. If it is not possible to make the correction in JGradebook, the marking period grade can be entered directly by using the **Post Grades Master** program (**Grades > Entry > Post Grades Master**) for class corrections or by using the **Post Grades by Student** program (**Grades > Entry > Post Grades By Student**) for individual student corrections.

Move Graduating Juniors to Senior Grade Level

1. Check with the Jpams District Coordinator for the date this is to be done.
2. In Student Master, post a leave date and leave code of **"20 15 Exit grade for re-assignment to another grade."**

3. Reenroll the student by doing the following:
 - While still on the student's Student Master record, click Action, then Reenroll. Click on the enrollment record with the exit code posted in step 2.
 - Import the student as normal, but update the grade to "12".
 - Use the same entry date as the exit date.
 - Use the entry code of "E6 C4 Re-entry into school. Student has not registered at another public school..."
4. The student's schedule, grades, attendance, and discipline information will not be affected. Student will now simply be a 12th grader, and thus, be eligible to be reported as a graduate to the state.

Missing Grades Audit

This report will show students in classes that have no average (due to no assignments or blank grading period average). It is good to run this ahead of Progress Reports or Report Cards to check that grades are in order for a given class prior to sending home reports of student grades.

Run this report several times. Initially, the user can use it to check for missing grades in previous grading periods. After final grades calculations, this can be used to make sure all students have a final average.

Note: This report will check all classes on the master schedule. Ignore classes that should not have grade averages such as Inclusion, Planning, or Coordination Supervision.

1. In the left navigation panel, click **Grades**, then **Entry**, then **Missing Grades Audit**.
2. At the setup box, set the desired **Year**. Click in the **Grade** cell to select the desired grade level(s) of the classes to be checked.
3. Set the **As of Date** to the enrolled date of the students to be reported against.
4. Uncheck **Exclude State Course Code 999999** as shown below. This is important as Conduct and many ELA type courses may be coded with this state course code.
5. Click **OK** to create the report.
6. Sort the report by teacher, student, or course to work with teachers on getting student averages up to date.

Incomplete Grades Audit

This report will identify students with an "I" (incomplete) average. This is caused by an assignment with an "I" (incomplete) in the teacher's gradebook. It is best to run this report several times prior to a report card printing.

1. In the left navigation panel, click **Grades**, then **Lists**, then **Incomplete Grades Audit**.
2. At the setup box, set the Year, School, and Grade(s). For From and To, set the date range from the beginning of school to the current date. Click Ok to start the report.

3. Results will show students with an "I" (incomplete) average for courses.

Welcome		Incomplete Grades Audit											
Teacher	Course	PD	Student Name	Student ID	Gd	Homeroom	Sch	P1	P2	P3	P4	P5	P6
1	FRENCH I	02			09		002	I					
2	FRENCH I	02			09		002	I					
3	FRENCH I	05			10		002	I					
4	FRENCH I	07			09		002	I					
5	PUB I YEARBOOK	06			10		002	I					
6	ENGLISH IV H	02			12		002	I					
7	ENGLISH IV H	01			12		002	I					
8	ENGLISH IV H	02			12		002	I					
9	ENGLISH IV H	01			12		002	I					
10	ALGEBRA II	02			11		002	I					
11	ALGEBRA II	04			11		002	I					
12	APP ALG I	05			09		002	I					
13	ENGLISH I	07			09		002	I					

4. Work with teachers on the list to update the student(s) assignments to clear up the "I" (incomplete) grade averages.

Post Grades Master: Calculate Semester / Final Averages

- In the left navigation pane, go to **Grades**, then **Entry**, then **Post Grades Master**.
- At the setup box, set the **Year**, **School**, and **Grade** level(s) of students to have semester / final averages to be calculated.
- Semester to Display Scheduled Students:
 - 4x4 Display**: Set to "ALL".
 - 2x8 Display**: Set to "Both"
- Semester Grade Calculation Requirement**: Set to "All Marking Period Grades Within Semester".
 - Using this setting means that in order for a Semester or Final average to be calculated, grades for all grading periods need to be present.
- In the pink Grade Posting Mode area, click **Report Card Mode** option.
 - This will prompt the system to calculate a semester / final average on any class opened.
- Click the **OK** button to begin.
 - TIP**: Any class selected at this point will have the semester / final recalculated. This is helpful when an average only needs to be updated for a few students, or just a few classes.

Post Grades Master Setup - 03.12.13

Year: 1213
 District: 010
 School: 014
 Grade: 09,10,11,12

Semester To Display Scheduled Students

4x4 Display: 1st 2nd 3rd 4th ALL

2x8 Display: 1st 2nd Both

Semester Grade Calculation Requirement

ALL Marking Period Grades Within Semester.
 LAST Marking Period Within Semester.

Grade Posting Mode

Progress Report Mode Report Card Mode

Show Dropped Students

OK

7. From within the **Post Grades Master** program, click the **Admin** button on the toolbar. Select **Mass Calc Sem/Final Grades**.



8. The user will see a setup box very similar to the one at the start of Post Grades Master. As before, set the **Year**, **School**, and **Grade** level(s) of students to have semester / final averages to be calculated.
9. Semester to Display Scheduled Students:
 - **4x4 Display**: Set to "ALL".
 - **2x8 Display**: Set to "Both"
10. **Semester Grade Calculation Requirement**: Set to "All Marking Period Grades Within Semester".
11. Click the **OK** button to begin.
12. A message will display indicating that averages are being processed. It will take some time, and when done, a message indicating completion will be displayed.
13. **To check the averages**, click on a teacher / class at the bottom of the **Post Grades Master** and locate the computed averages in the appropriate semester / final column. Semesters will be the green highlighted cells. Finals will be the pink highlighted cells.

14. In the Semester and Final columns, calculated averages will show an average with a lower case letter, such as **95a**, or **4a**. This is to show the user that these are calculated averages.
 - If the user manually enters a semester or final average, the letter will be uppercase, such as **95A**, or **4A**. This is to show that these were manually entered semester or final averages.
 - **Any recalculation performed will not change the manually entered grades in the Semester or Final cells.
15. After performing the Semester / Final averages computation, run the **Missing Grade Audit** to check for missing Semester / Final averages. Usually, this is due to not all grading periods having a grade, and results in a blank semester/final average. Investigate the situations.

Value	Description
<input type="checkbox"/> P111	1st Nine Weeks
<input type="checkbox"/> P212	2nd Nine Weeks
<input type="checkbox"/> P424	3rd Nine Weeks
<input type="checkbox"/> P525	4th Nine Weeks
<input type="checkbox"/> E113	1st Sem Exam
<input type="checkbox"/> E226	2nd Sem Exam
<input type="checkbox"/> S113	Nine Weeks Semester 1
<input type="checkbox"/> S226	Nine Weeks Semester 2
<input checked="" type="checkbox"/> F113,F116	Nine Weeks Final

- If the missing grade is the result of a teacher not posting an average or assignments, have the teacher update the gradebook.
 - If the missing grade is the result of extenuating circumstances, such as high mobility, unusual schedule changes, came from a school with a different schedule type, etc... then manually enter the semester / final average in either Post Grades Master, or in Post Grades by Student.
16. **After updating Semester / Final averages as a result of data from the Missing Grades Audit, rerun the Calculate Semester / Final program to update all averages.

Post Denial of Credit due to Attendance

There are two main ways to do this.

- **Daily Attendance Report in Summary Mode:** Create a list of students who have over a desired number of absences, then manually assigning the denial of credit to each student.
- **Attendance by Course History Program:** This report compares absences to bell schedules and provides a user with a count of absences by course, then allows the user to assign a denial of credit for the course(s).

Directions for both of these methods are described below:

Daily Attendance Report in Summary Mode

1. Click **Attendance** in the Program Navigator list.
2. Under **Lists**, select **Daily Absentee List**.
3. Select the desired **Year**.
4. District and School should be defaulted based on security.
5. Select **Summary Report** to get a list of students and the number of days they have been absent. If Summary Report is selected, other options become available at the bottom of the setup screen:
 - **Over Days** allows the printing of students with a range of days absent. Set the range as desired.
6. **Skip Codes** allows the program to ignore certain attendance codes when counting the number of days absent. Click in the field and select the codes to skip and **OK**.
7. **From Date** and **To Date** should be set so that the desired attendance date range is selected.
8. **Grades** should be left blank if all grade levels are to be included in the report. Otherwise, click in the box to the right of **Grades** to select the desired grade level to be included.
9. Click **OK** on the setup box when all options have been set correctly.
10. The report will appear on the screen. Click **Print** to print the report as shown on the screen.
11. Review the list with your Principal to determine which students will be denied credit due to absenteeism.
12. To post denial of credit to students and their classes, go to **Post Grades By Student**.

- Go to **Grades**, then **Entry**, then **Post Grades by Student**. Set for "Report Card Mode". Use **Find 1** to locate the student who is to be designated with failure of a course due to attendance.
 - Note: This can also be done in **Post Grades Master**, Report Card Mode.
13. Click on the last grading period grade for the course in which the student failed due to attendance. Backspace the letter grade out and place an * behind the numeric grade listed, and then hit **Enter** on the keyboard.
 - Example: Click on the P4 grade of **84C**. Clear out the letter "C" by using the BACKSPACE key all the way to the "84". Add an asterisk (*) behind the "84", then tap the ENTER key.

S1	P3	P4
95 a	94 A	97 A
100 a	100 A	100 A
94 a	85 B	98 A
100 a	96 A	96 A
89 b	93 A	98 A
89 b	86 B	84*

14. Click the SAVE button. The user will notice the semester and final now show a letter grade of “f*” to show denial of credit override.

S1	P3	P4	E2	S2
95 a	94 A	97 A		96 a
100 a	100 A	100 A		100 a
94 a	85 B	98 A		92 b
100 a	96 A	96 A		96 a
89 b	93 A	98 A		96 a
89 b	86 B	84 C*		85 f*

Using the Attendance By Period Course History Program

This program is used to list and post failure codes by course for a grading period / date span selected. Posting is done by checking off the student/course to be denied credit due to absenteeism. On the report card, the student's grade will be a letter or number, followed by an asterisk (*). Examples that would be displayed are **2 f***, or **89 f***.

**Before using this program:

- Set your school's bell schedule using the **Bell Schedule Maintenance** program. Then assign students to the bell schedule(s). A guide to performing these steps is located at:

<http://wiki.edgear.net/wiki/w/index.php?title=Attendance>

**After using this program:

- Run the Calculate Semester / Final Averages to update averages after denying credit due to absenteeism.

- Go to **Attendance > Count > Attendance by Course and History**.
- Select current school **Year**.
- Select your **District** and **School** in the setup.
- Only?** Check off if you want to only use absences from the selected school. The default is unchecked as most districts attempt to use all absences gained in the district as part of this calculation.
- Enter the **From Date** and the **To Date** - Usually this is the entire year if the school uses a two semester year or a half year date range if the school uses a 4x4 year.
- Select the grade(s). **Note:** It is best to run one grade level at a time!
- In the **Full Threshold** field, enter the number of absences that will cause a student to be denied credit for a full credit course. In the **Half** field, enter the number of absences that will cause a student to be denied credit for a half credit course.
- Click in the **Skip Codes** field to select the codes you do not want to consider in the absence count.

The screenshot shows a configuration window titled "Setup 09.25.12 ML". The fields are as follows:

- Year: 1213
- District: 052
- School: 013 Only?
- From Date: Aug 08 2012
- To Date: May 22 2013
- Grades: 09,10,11,12
- Full Threshold: 16 (radio buttons for >=, =, <= are present, with >= selected)
- Half Threshold: 8 (radio buttons for >=, =, <= are present, with >= selected)
- Skip Codes: 02,03,04,06

9. Clicking in the **Sidno** field allows a user to pick an individual student to run the report against.
10. Place a check in **Print Break On Homeroom**, if you want to the report to separate by Homeroom Teacher.
11. Place a check for **Show Half/Full Totals in History**.
12. Place a check on the next two options if you want to “**Show Remotely Scheduled**” or “**Courses On This Campus Only**”
13. Place a check for **Active Only**.
14. Place a check for **Active Schedules Only**.
15. Click to **Include:** Address or Signature.
16. Click to **Show:** All or Sped Only or Non Sped.
17. For **Grading Periods**, set to F1 if posting to the final grade, or F2 if posting to the final of the last term of a 4x4 school. This will identify where to put the denial of credit indicator (*).

18. For **Hide**, choose to filter out the failing grades by clicking either to Hide **Alpha** grades or Hide **Numeric** grades.
 - If your school posts alpha grades, choose **Hide box** on the left, then select **F**.
 - If your school posts numeric grades, choose **Numeric box** on the right, then type in the highest failing numeric grade. If your highest F is indicated by a 69, then place this numeric grade in the box to the right of Hide <= checkbox.
19. Click **OK** to run the report. This process can take some time, so give it a little while to run.
20. Below is what a typical report looks like after processing. The names have been blocked out in the example below. The **HF (Half Full)** column will indicate if the course is a full or half credit course. **SL (Semester Long)** will indicate the number of semesters the course lasts. **CL (Class Length)** will indicate the number of class periods the course lasts. **Scrolling to the right will show a count of absences for the course.**

<input type="checkbox"/>	School	Name	Grad	Sidno	Homeroom	Course	Rem	HF	SL	CL	Teacher	PD	ST CD	Section	GP1	GP2	GP3	GP4	GP5	GP6	GP7	GP8	Total	Start Sem	Address	City	State	Zip
<input checked="" type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	ENG I A	H	1	1	LARSEN-JONEE	01	120331	01315	5	5								10	1	P O BOX 915	SUN	LA	704
<input type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	INT BCA A	H	1	1	DRAGG J	02	040401	013628	3	5								8	1	P O BOX 915	SUN	LA	704
<input checked="" type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	WLD GEOG A	H	1	1	MURRAY B	03	220300	013233	3	6								9	1	P O BOX 915	SUN	LA	704
<input checked="" type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	JOURNEY CARE	H	1	1	BRASELMAN D	04	080403	013592	4	8								12	1	P O BOX 915	SUN	LA	704
<input checked="" type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	ALG I A	H	1	1	LANGE M	05	160321	013286	5	8								13	1	P O BOX 915	SUN	LA	704
<input checked="" type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	PHY ED I A	H	1	1	SMITH S	06	190105	013814	7	9								16	1	P O BOX 915	SUN	LA	704
<input type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	PHY SCIA	H	1	1	BINGHAM D	07	150802	013413	8	10								18	1	P O BOX 915	SUN	LA	704
<input type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	WLD GEOG B	H	1	1	ROGERS P	01	220300	013242			8	1						9	2	P O BOX 915	SUN	LA	704
<input type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	PHY SCIB	H	1	1	DASHER K	02	150802	013416			9	1						10	2	P O BOX 915	SUN	LA	704
<input type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	ENG I B	H	1	1	STEWART H	03	120331	01332			10	1						11	2	P O BOX 915	SUN	LA	704
<input type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	PHY ED I B	H	1	1	BEAUVAIS M	04	190105	013827			10	1						11	2	P O BOX 915	SUN	LA	704
<input type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	ALG I B	H	1	1	JACKSON H	05	160321	013297			11	1						12	2	P O BOX 915	SUN	LA	704
<input type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	INT BCA B	H	1	1	HAWKINS M	06	040401	013652			11	1						12	2	P O BOX 915	SUN	LA	704
<input type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	JOURNEY CARE	H	1	1	BRASELMAN D	07	080403	013601			13	1						14	2	P O BOX 915	SUN	LA	704
<input type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	ALG I A	H	1	1	LANGE M	01	160321	013280	4	4								8	1	P O BOX 915	SUN	LA	704
<input type="checkbox"/>	013	ALFONSO, KAYLETT	09	10162480	JACKSON H	INT BCA A	H	1	1	HUDMON J	04	040401	013633	4	4								8	1	P O BOX 915	SUN	LA	704

21. **Print** the report to be able to go over the student results before deciding which student/course is going to be denied credit. Use the printout as you go through the screen results to identify students with courses that will be denied credit.
22. To investigate student absences/grades/information further, on the computer screen, locate the student in question. Hover the mouse on the student's name. The iGear icon will appear. From here a user can check a student's grades, discipline, and attendance in detail.
23. To select a student to deny credit for a course, click next to the student's name in the Select box.

24. Continue to go through the list, marking students that are found to be in need of being denied credit due to absenteeism.
25. When done marking the students/courses to be denied credit, click the **Auto Fail** button at the bottom of the screen. Students will get a posting of *f behind the average, indicating a failure due to absenteeism.

Reminder: Run the Calculate Semester / Final Averages to update averages after denying credit due to absenteeism.

Print a Report of Students Denied Credit due to Absenteeism

1. In the left navigation panel, click **Grades**, then **Lists**, then **Non Academic Failure Review Report**.
2. At the setup box, set the current year, grade range, and place a check mark next to **Attendance Violations(*)**.
3. Set the other options, then click **OK**. A report will be displayed showing all students with grades of denial of credit due to absenteeism (grades with *f).

Print Grade Sheets for Teachers to Verify Final Grades

At this point, the user asks the teachers to verify final grades for accuracy. There are two basic options to accomplish this:

- Option 1: Office Prints the Grade Sheets
- Option 2: Teachers checks/prints the finals shown in the **Term Grades Report** in the WebPams Gradebook.

These options are described below:

Option 1: Office Prints Grade Sheets

This report will print grade sheets for teachers to verify grade averages in courses.

1. In the left navigation pane, select the **Grades** button, then expand the **Lists** group, then select **Grade Sheets**.
2. At the setup box, set the desired **Year** and **School**.
3. **Course Grade:** Click to select the desired grade level(s) of courses to print grade sheets for.
4. **Student Grade:** Click to select the desired grade level(s) of students to print grade sheets for.
5. **Period:** Click to select the desired class period(s) to print grade sheets for.
6. **As of Date:** Set to the desired date for students to be enrolled. Students that have dropped before this date will be listed on the grade sheet.
7. For **Semester to Display Scheduled Students**, set to "All" and "Both".
8. Click the **OK** button to be presented with a matching list of courses.
9. A listing of classes will appear. On the side of each is a select box. At the top left is a "Select All" box. Classes selected will produce a grade sheet when the **Print** button is clicked.

TIP: Sort the listing by Teacher or Course to quickly locate individual classes.

NOTE: If a class has no grades, such as Conference Planning, then no grade sheet is produced.

Option 2: Teacher Prints Gradesheets from WebPams Gradebook

1. In WebPams Gradebook, the teacher browses to a class for the last grading period.
2. Click **Reports**, then **Term Grades Report**.
3. A preview of the grades for the year is displayed. Click the Print icon to print the report for verification of finals.
4. If any errors or problems, then work with the school's grades coordinator to resolve.
5. Set a deadline for teachers to return the Grade Sheets with their initials on them. If the teachers had errors, they should make the changes in JGradebook. File the signed grade sheets in your office for documentation.

Recalculate Semester / Final Grades

As a result of possible grade changes done to assignments, updated exams, "i" grades cleared up, etc..., it is a good time to rerun the Semester / Final grade calculation. Go to page 6 of this document and follow the directions to update semester / final averages.

NOTE: Don't forget to check for missing final grades. If manual adjustments are needed, do them in either the Post Grades by Student Program, or Post Grades Master for a roster of students.

Update Current GPA / Current GPA Report

This report really has two steps: (1) get the system to perform the math computation for GPA, then (2) get the gpa listing.

1. In the left navigation pane, click **Grades**, then **Lists**, then **Current GPA Report**.
2. Click the **Update GPA** button at the bottom of the setup box. This step will update the math computation for GPA calculations on grades in the system.
3. A **Grades GPA Calculation** setup box will appear. Set the **Year**, **School**, then **Marking Period**.

- **Marking Period** can be set to single, multiple, or all marking periods.
4. Options at bottom:
 - **Calculate marking period gpa by course credit:** (not commonly used on current year GPA)
 - Selecting will cause the gpa to calculate based on the credit value of the course. (Example: A = 4pts x .5 credit course will result in 2 quality points)
 - Not selecting will cause the gpa to calculate based on the numeric or quality point value only.
 - **Include incomplete grades in GPA calculation:**
 - Selecting will cause the gpa to include the average associated with the "I" (incomplete) grade. The "I" is treated as if it is an "F" score.
 - Not selecting will cause the "I" (incomplete) to be disregarded in the gpa calculation.
 - **Do not create gpa on incomplete grades:** (Usually the default for many schools)
 - Selecting will result in no gpa calculation for a student who has an "I" (incomplete).
 - Not selecting will result in a gpa calculation performed on a student who has an "I" (incomplete).
 5. Click the **Ok** button to begin the calculation. A message will indicate that the process is working. When done, a message of "**The GPA calculation has been completed**" will be displayed. Click **OK** at the message.
 6. You will be returned to the **Current GPA Report** setup box to be able to run a report of GPA's.
 7. At the setup box, set the **Year**, **School**, and **Grade(s)**.
 8. Set **Order to List** to the desired selection.
 9. If desired, the user can limit the report to a selected Homeroom or Counselor.
 10. Set the **As of Date** to the current date.
 11. For **Show**, select either to return results for All students, Special Ed (Sped) only, or Regular Ed (Non Sped) students.
 12. For **Cumulative GPA** (for current year only, not a transcript cumulative gpa), select from the following:

- **Grading Periods:** cumulative gpa is the average of the grading period averages
- **Semesters:** cumulative gpa is the average of the Semester averages in S1, S2, S3, S4 (S3, S4 for 4x4 sites)
- **Finals:** cumulative gpa is the result the average of the Final averages in F1, F2 (F2 for 4x4 sites)

13. Click the **OK** button to begin the report. Once on screen, the results can be sorted by grading period, semester, or final average column. On the far right will be the cumulative average column.

Review and Update Special Codes Related to Diploma Pathways

- Student Master Special Codes related to Diploma Pathways are:
 - OM1 Op4 Career Diploma Pathway/Track (Reported to State)
 - OM2 Op5 Non Diploma School / Program (Reported to State)
 - OM3 Op6 Connections Pathway (Reported to State – Only grade 8)
 - OM4 Op7 Skills Certificate after Connections Pathway (Reported to State)
 - OM5 Op8 Pursuing GED after Connections Process (Reported to State)
 - CO4 Core 4 (Local Tracking Only)
 - COB Basic Core (Local Tracking Only)
 - COA Certificate of Achievement (Local Tracking Only – Same as OM2)

2. Update Special Codes for groups of students: Special Code Loader

- On left navigation panel, select Student Master, then Loaders, then Special Code Loader.
- At the setup box, set the **Year, District, School, and Grade**. Click **OK**.
- On the left are students, on the right are special codes.
- Place an “x” in a blank “SP” column, then pick the appropriate special code on the right. You will see the “x” change to the code selected.
- Go through the listing and associate diploma related special codes for each Senior, Repeat for underclassmen as needed.

3. Update Special Code for a single student

- In **Student Master**, locate desired student.
- Click on the **Special Codes** field on the lower left.
- Pick the appropriate diploma related special code.
- Click the **Save** button.

Update the Cumulative GPA

Updating the Cumulative GPA is done inside the **GPA Ranking Report**. It is always done prior to running any Rank Report. Directions are below:

- On the left navigation panel, click **Transcripts**, then **Lists**, then **GPA Ranking Report**
 - This can also be done inside the **Transcript Workstation** by going to the **Action** button, click the **Rank Report** selection.
- At the **Rank Report** setup box, click the **Update GPA** button as shown on right.

3. The **Update GPA** setup box will appear. Check with your Jpams District Coordinator if unsure about the correct options to use for your district. The options are described below.

- Set the **Year**, **School**, and **Grade(s)**, and **As of Date** (usually current date).
- **Use Current Grades:** Select if semester / final grades from the current year are to be included in the cumulative gpa calculation.
- **0.5 credit to 1 credit course.....:** Usually selected. If a single semester of a full credit course is taken, the final will be given with only a .5 credit to match.
- **Use Semester grades only:** Select if district calculates cumulative gpa only on grades that are in the semester category of a transcript.
- **Use Final grades only:** Select if district calculates cumulative gpa only on grades that are in the final category of a transcript.
- **Include P grade as failures:** Do not select this option. Will take a P grade and count is as 0 quality points just like an F grade. Normally, schools want a P to simply be left out of the calculation since it has no quality points.

4. Click the **OK** button to begin the calculation.

- A message will be displayed indicating the processing is taking place.
- When done, close the **Update GPA** setup box. This will return the user to the **Rank Report** setup box, which is described in the next section.

Rank Report

The rank report is always run **AFTER** the cumulative GPA has been updated as described in the previous section.

It can be used to validate possible graduates, initial ranks, and check credits earned for promotion / retention.

1. On the Rank Report setup box, set the desired **Year**, **School**, **Grade**, and **As of Date**.
2. **Minimum Units:** If desired, the user can set to limit the ranking to students with a set number of Carnegie Units.
3. **GPA Display Type:** Set to report desired GPA type. **NOTE:** Be sure to run Update GPA first. Can be done by clicking the **Update GPA** button at the bottom of the setup box. Directions for this on next page of this guide.
4. **Special Ed Exclusion:** Click to limit ranking according to special code diploma path. For example, the user may want to exclude students with a special code of "OM2 NonDiploma bound" students.
5. **Include Early Graduates, Exclude NR Students, Include Replaced Grades, View Previous Ranks:** Click to select option if desired.
6. **Update GPA:** It is a good idea to update the cumulative GPA before printing any ranks. The directions on the next page will discuss how this is done. It does not take a long time.
7. After performing the **Update GPA**, the user is returned to this setup screen.

8. On the original setup box, click **OK** to obtain a Rank Report.
9. The Ranking report will provide you with a rank of students in the class requested. Additional students will be added at the bottom of the list:
 - **1111** – Special Education and Opt3 students
 - **2222** – Too few credits
 - **3333** – Student with leave code
 - **4444** – SBLC codes (indicates failures)
10. Example **Rank Report** shown below. The report can be sorted in various ways to get details other than ranks.
 - To check for promotions/retentions, sort the report by **Units Earned**. Use the report in this order to determine which student has enough credits to graduate, or if underclassmen, who has enough credits to be promoted to next grade level.

GPA Ranking Report											
	Student ID	Student Name	Age	Eth	Gen	Units PU	Units EA	GPA	GPA ATT	Total Points	Rank
1	9040018	LANDRY, SHERRI ELIZABETH	19	0	F	15	15	3.9286	4.0000	55.00	1 of 30
2	9040019	LANTHIER, TISHA PAIGE	18	0	F	15	15	3.8571	4.0000	54.00	2 of 30
3	9040009	DEMARY, SALLY GAIL	18	0	F	15	15	3.8571	4.0000	54.00	2 of 30
4	9040006	COMPTON, STEPHANIE CHRISTINE	18	0	F	15	15	3.7857	4.0000	53.00	4 of 30
5	9040007	CRADER, CATHERINE MARIE	18	0	F	15	15	3.7857	4.0000	53.00	4 of 30
6	9040025	SHAWW, BEVERLY ALAINA	18	0	F	15.5	15.5	3.6552	4.0000	53.00	6 of 30

Test Score Editor: Check Highest GEE Score of Seniors

For state STS reporting, and for transcript printing, WebPams will check each Senior's test scores to determine if a "Y" or "N" is to be reported for passage of tests necessary for graduation.

- In this step, the user verifies that students, especially Seniors, are up to date on test scores.
- This includes diploma students who are exempt from GEE tests.
 - Examples of exemptions: SPED Waivers, out-of-state, transfers from non-public, etc
- Usually, most test scores are imported from the state by the Jpams District Coordinator.

To check the highest GEE score of Students, do the following:

1. In the navigation panel on the left, select **Grades**, then **Entry**, then **Test Score Editor**.
2. Verify **Year**, **District**, and **School**.
3. Select **Grade**. Leave the **Grade** field blank if all grade levels are to be included. Otherwise click in the box to the right of "Grade" to select the desired grade level(s) to be included.
4. Select **Special Code(s)** to limit the list of students based on special codes. Special Codes must have been entered into the Student Master record for students. To select all students click the check box to the left of **Value** at the top of the special code(s) list or leave the field blank. Selecting the box beside the blank line will select students that do not have a special code.
5. Select **Order to List**. The choices are Alpha, Grade, Homeroom, or Counselor.
6. Select the **As-of-Date**. This represents active students as of the date you choose. It usually defaults to the current date.
7. The **Show Sped** selection allows you to restrict your list of students to All, Sped Only, or Non Sped.
8. The **Show 504** selection allows you to restrict your list of students to All, 504 Only, or non 504.
9. The **Student** field allows you to select a single student, a group of students or all students. To select a single student click in the field for a list of students. To select all students click the check box to the left of **Value** at the top of the student list or leave the field blank. Selecting the check box beside the blank line will select all students.
10. **Set Test Type to List as GEE21**. The other available test types are Gee 21, LEAP 21, ACT, SAT, National, iLEAP, Plan, Explore, LAA1, LAA2, EOC, SAT-SUBJ. Leaving the selection field blank or selecting ALL will give you results for all Test Types.

11. Checking the High Score Only will give the highest score only for students that have taken GEE21 tests multiple times. **If you select High Score Only you will not be able to edit any scores.**
12. Click **OK** to move to the next screen.
13. Student GEE results with highest score for each test will be displayed. On the far right will be a column labeled **Pass GEE**.
 - Check for students who should have a “Y”.
 - Update students who have a blank, or “N”.

Test Score Editor: Enter a New Score/Level

*If the student for which new scores/levels are to be entered **has already taken the test at least once**, you can edit scores by clicking in the test result cell, updating, then clicking the green save cell.

*If the student for which new scores/levels are to be entered **has never taken the test** use the following steps to enter this new data:

1. At the setup box, locate the Student field at the lower portion of the setup box. Click to select the desired student to work with.
2. The screen should display any test scores of the student based on whether or not the student has previously taken any tests and whether or not those tests meet the setup criteria.
3. The top line should be blank.
4. To find a student that needs new scores entered, click on the Student ID field on the top blank line.
5. Scroll through the list and click the check box to the left of the student's name.
6. This will populate the District, School, Student Name, D.O.B. and Test fields on the top line.
7. You may click the **Save** cell at this time and complete the remainder of the steps to enter scores on the new record that will be created by this step.
8. Click the **MO** (month) field and select the appropriate month from the list.
9. Click the **Year** field and select the appropriate year from the list.
10. Click the **GD** (grade) field. **For GEE21 students in grades 9, 10, 11, and 12: you MUST select HS.**
11. Scroll to the right and enter the score/level for each of the new scores.
12. You **MUST** click the **Save** cell or the information will be 'lost'.

If the Student is Exempt From the GEE:

If a student is exempt from all, or parts of the GEE, the user needs to enter a score of “EXE” for the appropriate subject areas. This will allow a “Y” indicator for the reporting of student’s passage of state tests for graduation.

Example exemptions could be:

- Student transferred from home school, private school, or out of state.
- Student has a special education test type, such as LAA1 or LAA2 that make them exempt from the GEE.
- Student is on the EOC only track and is exempt from the GEE tests.

Print Transcripts for Seniors

The final check to see if a student has classes to graduate is to review the transcripts to check for things like courses required for graduation. The steps below go over how to print a batch of Senior Transcripts:

1. In the left navigation panel, go to **Transcripts**, then click **Transcript Workstation**.
2. **District/Year** : Make changes, if necessary.
3. **School** : Choose if needed.
4. **Grade**: Choose grade(s) to work with.
5. **Transcript Type**: Set to College, Official, or Custom.

Transcript Type :

- College
- Official
- Custom

6. **Show Current Year Grades**: Select this option to show grades for current year classes in addition to transcript records from previous years. These grades will be marked with a "G".

Setup

Year : 1213

District : 010

School : 025

Grade : 09,10,11,12

Transcript Type : Official

Show Current Year Grades

More Options

Basic Grades

Printing Official

STS

OK

7. Settings for each of the **"More Options"** button are described below and on the next pages. After going over desired settings, click the **OK** button.

Basic Button:

Basic

Senior Graduation Date :

Disable error checking(faster)

Show Current Year Schedule (w/o grades)

Show Rank

Show Attempted GPA

0.5 credit to 1 credit course if only one sem posted, even if final is posted

Select Course Master records by school

Show source for all grades

OK

Grades Button:

Grades

GPA Print Type : Alpha Loaded

Show Numeric Grades

Round GPA's

Show courses with no final grade

Count replaced courses in GPA

Use Semester Grades Only for GPA Calculation

OK

Printing Button:

Printing

Attendance Summary

Attendance Detail

Discipline Detail

Print signature block

Use Sis School

Display the SSN

OK

Official Button:

Official

Print/Transmit state course descriptions

Show final only

Hide courses with zero credit earned

Print asterisk by accelerated courses (for Official transcript type)

Show F's on Transcript

OK

8. To print for a batch of Seniors, click the **Print Multiple** button on the lower portion of the Transcript workstation.
9. Commonly used printing options are:
 - **Grade:** Set to desired grade(s).
 - **Special Codes:** If the user needs to print for a group of students on a particular diploma path (CO4 Core 4, for example), then click to select the desired code(s).
 - **Counselor:** If the user needs to print for a group by Counselor, click to select the desired Counselor.
 - **TIP:** Check the Students assigned to Counselors in the **Student Master / Loaders / Counselor Loader**. Check to make sure students are assigned properly.
 - **Order By:** If the user wishes to have the transcripts created in a specified order, click the drop down and make a selection.
 - **Select Students to Print:** Click here to individually select students from within the student filters selected.
 - **Active Only:** Usually checked as the user normally wants transcripts only for current students.

10. After printing, check transcripts for graduation requirements.

Identifying Students with Failing Grades

Sometimes the user may want to review a list of students who have failed courses. There are two ways to obtain this information:

- Possible Failures Report
- Grade Distribution Report

Both are described in the next sections.

Possible Failures Report

1. On the menu choose **Grades-> Lists->Possible Failures**
2. On the set-up box verify the **Year, District** and **School**
3. Grade should be left blank if all grade levels are to be included or click in the box to select the desired grade level
4. **Letter Factor**: Set to "F".
5. **Number Per Course** is a place to enter the greater than number of F grades in one course
 - Note: The student's name will be listed for every course they made an F in.
6. **Total of Total Factors** is a place to enter the greater than number of courses with an F
 - Note: The student's name will be listed only once no matter how many courses they made an F in.
 1. Ex. To search for a student with an F any number of times in a course, for any number of courses:
 - Letter Factor: F
 - Number Per Course > 0
 - Total of Total Factors > 0

2. Ex. To search for a student with an F in two or more courses:

- Letter Factor: F
 - Number Per Course > 0
 - Total of Total Factors > 1
3. Ex. To search for a student with two F's in two or more courses:
 - Letter Factor: F
 - Number Per Course > 1
 - Total of Total Factors > 1
 4. Ex. To search for a student with an F any number of times in a course and not have any names listed on the bottom report:
 - Letter Factor: F
 - Number Per Course > 0
 - Total of Total Factors > 99
7. **Active Only** and **As of Date** limits the list to only those students who are active on the date selected
 8. Select to either **Show All**, **Sped Only** or **Non Sped**
 9. Check to Include a **Marking Period** and then choose a Marking Period
 - Select P1 for the first grading period, S1 for the first semester, E1 for the first semester exam, or F1 for first semester final
 10. Check to Include **Transcript Groups**
 - If you do not check and leave blank, all Transcript Groups will be included or check and then click in the box to select the desired Transcripts Groups
 11. Choose the **Order By**: Alpha, Homeroom, Counselor, Advisor, or Club/Sport
 12. Select **Teacher/Counselor** to find the pick box for Homeroom/Counselor/Advisor
 13. Print Options - Check to either Break on Homeroom or Break on Class Teacher
 14. Click **OK** to run the report.
 15. Results on screen will have a top half and a bottom half. Focus on the top half. Students will be listed with courses that have failing grades.
 - Each student will have an iGear icon which can be used to check student grades.

Grades Distribution Report

This report delivers Grade Counts and Percentages of ABC's by Course/Period for a given marking period, exam posting, semester average, or final average. In the left navigation pane, click **Grades**, then **Count**, then **Grades Distribution Report**.

- At the setup box, set **Year** to the desired year. Click in the **Grade** field to set the desired grade level of students.
- Locate the **Marking Period** field. A listing of grading periods will appear. Click and then select the grading period to report on. (In the example below, we picked 1st Nine Weeks).
- Set the desired **As of Date** to report students enrolled on this date.
- For **Show**, click the desired setting to report on All students, Sped only, or NonSped students.
- Click the **OK** button to see the report.
- Results show a total of grades/percentages posted by course / period / teacher
- TIP:** To obtain a list of students who made a grade, such as "F", click on the cell count to see the students. There is a summary line at the bottom. Click the count to see a list of all students who made this grade.
- Other Options:
 - Course Name:** Click to limit the report to a count of students with selected Course name(s)
 - Course Group:** Click to limit the report to a count of students with selected Transcript groups (Ex... Math classes only)

Course	TGR	A	A%	B	B%	C	C%	D	D%	F	F%	P	P%	O	O%	S	S%	N	N%	U	U%	I	I%	O
Total		10	9	90						1	10													
01 WELDING I		1				1	100																	
01 WELDING II		1				1	100																	
Total		2																						
02 FRENCH I		1																						
Total		1																						
02 AM HISTORY		1																						
Total		1																						
02 ALGEBRA I		1																						
Total		1																						
01 AUTO TECH I 2HR		1																						
01 AUTO TECH III 2C		1																						
Total		2																						
02 FINE ART SURVEY		1																						
07 FINE ART SURVEY		1	1	100																				
Total		2	1	50																				
Grand Total		368	65	18	55	15	89	24	49	13	110													30

Assign SBLC Codes (Retention / Promotion as a Result of an SBLC)

Results of SBLC meetings to determine promotion or retention of a student are posted in **Student Master** in the **SBLC** field.

- Work with your JPams District Coordinator to determine which will be used in your district.

SBLC Code Selection:

F Retained - Student not promoted

T Retained - Failed to Pass Exit Exam (Seniors)

X Retained - Decision By School Committee-SBLC

B Retained - Due to Parental Request

V Retained - Due to Attendance Violation

P Promoted - Placed By School Committee-SBLC

S Promoted - Pending Summer School

Z Retained - Pending Summer School

C Promoted - Pending Course Credit

L Retained - Failure of State Testing - LEAP grade 04

E Retained - Failed LEAP - Option I Elementary grade 08

~~H Retained - Failed LEAP - Option II HS Campus (*obsolete, do not use*)~~

~~G Promoted - Failed LEAP - Option III HS GED Path (*obsolete, do not use*)~~

O Promoted - Administrative Assignment

A Retained - Administrative Assignment

D Retained - Insufficient Carnegie units (Seniors)

Q Promoted - Promoted due to limited retention

J Retained - In Grade 8 on High School Campus

N Retained - Failed both academic and LEAP

K Promoted - To grade 6 passed Coursework and LEAP

M Promoted - To grade 5 without Basic/Approaching Basic on LEAP

R Promoted - To grade 5 passed Coursework and LEAP

I Promoted - Placed with intervention

U Promoted - To next grade without achieving LEAP requirements

W Retained - Insufficient grade information to promote

~~Y Retained - PROMOTED TO NEXT OPTION 3 GED LEVEL (*obsolete, do not use*)~~

1 Retained - Failure of State Testing - LEAP grade 08

2 Promoted - Placed in Options HS Campus

3 Promoted - Placed in Pre-Employ MS Campus

4 Promoted - Appeal Granted

For a Self-Contained Special Ed. Senior returning to school next year: post an SBLC code of **B Retained – Due to Parental Request**.

= Used for Seniors who have been retained.

Assign SBLC Codes to a Group of Students

Assigning SBLC codes is most easily done in the SBLC Loader.

Directions are below:

- In the navigation panel, go to **Student Master**, then **Loaders**, then **SBLC Code Loader**.
- At the setup box, set the **Year**, **District**, **School**, and **Grade** level.
- As of Date** is normally left to current date.

SBLC Loader Setup

Year : 1213

District : 027

School : 014

Grade : 12

As of Date : Apr 24 2013

OK

4. Click **OK** to begin the loader.
5. On screen, the user will see students on the left, and SBLC codes on the right.
6. Click in the SBLC cell of a student that will be marked with an SBLC code, then select the matching SBLC code on the right.

Welcome SBLC Code Loader				Value	Description
Sidno	Student Name	Grade	SBLC		
1130026	ANDERSON,REBECCA LANAE	12		F	Retained - Student not promoted
1130026	ANDERSON,REBECCA LANAE	12		T	Retained - Failed to Pass Exit Exam (Seniors)
2130021	ARDOIN,ROBERT REED	12		X	Retained - Decision By School Committee-SBLC
8159987	BAUMERY,SHERRI	12	X	B	Retained - Due to Parental Request
6099911	BELLARD,SHAUNA MICHELLE	12		V	Retained - Due to Attendance Violation
9135059	BENOIT,DAVID LEE	12		P	Promoted - Placed By School Committee-SBLC
1130008	BENOIT,JOHN WAYNE	12		S	Promoted - Pending Summer School
9135046	BIAS,TISHA DENAE	12	X	Z	Retained - Pending Summer School
8035007	BILLEAUDEAUX,CHRIS CLAYTON	12		C	Promoted - Pending Course Credit
9135066	BOWERS,MIKE LEE	12		L	Retained - Failure of State Testing - LEAP grade
6130401	CALLOWAY,DARRYL CHET	12	X	E	Retained - Failed LEAP - Option I Elementary grade
9149999	CARAWAY,MARK GARRETT	12		H	Retained - Failed LEAP - Option II HS Campus
8130919	CLINE,DAVID PAUL	12			

7. After selecting the SBLC code, the user will see that matching code updated by the name of the student as shown below:

Welcome SBLC Code Loader				Value	Description
Sidno	Student Name	Grade	SBLC		
1130026	ANDERSON,REBECCA LANAE	12		F	Retained - Student not promoted
1130026	ANDERSON,REBECCA LANAE	12		T	Retained - Failed to Pass Exit Exam (Seniors)
2130021	ARDOIN,ROBERT REED	12	T	X	Retained - Decision By School Committee-SBLC
8159987	BAUMERY,SHERRI	12		B	Retained - Due to Parental Request
6099911	BELLARD,SHAUNA MICHELLE	12		V	Retained - Due to Attendance Violation
9135059	BENOIT,DAVID LEE	12		P	Promoted - Placed By School Committee-SBLC
1130008	BENOIT,JOHN WAYNE	12		S	Promoted - Pending Summer School
9135046	BIAS,TISHA DENAE	12	T	Z	Retained - Pending Summer School
8035007	BILLEAUDEAUX,CHRIS CLAYTON	12		C	Promoted - Pending Course Credit
9135066	BOWERS,MIKE LEE	12		L	Retained - Failure of State Testing - LEAP grade
6130401	CALLOWAY,DARRYL CHET	12	T	E	Retained - Failed LEAP - Option I Elementary grade
9149999	CARAWAY,MARK GARRETT	12		H	Retained - Failed LEAP - Option II HS Campus
8130919	CLINE,DAVID PAUL	12			

Assign SBLC Code to a Single Student

1. In Student Master, locate the desired student.
2. On the Student Master screen, locate the SBLC Code field on the right under the student picture.
3. Click to select the desired SBLC code, then click the Save button located at the bottom of the student's screen.

ADAMS SMITH III MIKE LEE(4020062) **SPED** **504** **LEP** **Health** Action Search

Name : ADAMS SMITH III MIKE LEE **Student ID :** 4020062

Nickname : **Grade :** 12

Guardian : **Gender :** M Male

Father :

Mother :

Emergency :

Resides With :

Homeroom : TRENT ANGELA

Counselor : TRENT ANGELA

Special Codes : LU1,OM1

School Clubs : ABA ,ACT

Alert Codes : 03

Record # : 13759730

Entry Date : E2 09/07/2012

Leave Date :

Country Entry :

SBLC Code :

School ID : 004

District ID : 027

Year : 1213

Old SSN :

Old SSN Date :

Select SBLC Code

Value	Description
<input type="checkbox"/> F	Retained - Student not promoted
<input type="checkbox"/> T	Retained - Failed to Pass Exit Exam (Seniors)
<input type="checkbox"/> X	Retained - Decision By School Committee-SBLC
<input type="checkbox"/> B	Retained - Due to Parental Request
<input type="checkbox"/> V	Retained - Due to Attendance Violation
<input type="checkbox"/> P	Promoted - Placed By School Committee-SBLC
<input type="checkbox"/> S	Promoted - Pending Summer School
<input type="checkbox"/> Z	Retained - Pending Summer School
<input type="checkbox"/> C	Promoted - Pending Course Credit
<input type="checkbox"/> L	Retained - Failure of State Testing - LEAP grade 04
<input type="checkbox"/> E	Retained - Failed LEAP - Option I Elementary grade 08

Ok

Print a List of Retained Students

1. On the left navigation panel, click **Student Master**, then **Lists**, then **Retained/Promoted List**.
2. Click the **OK** button to see the report.
3. Results will show students with "**Retained**" SBLC code.
4. If desired to see a report of promoted and retained students, select **Show** to "**Both**" on the setup box.

Setup

Year : 1213

District : 027

School : 004

Grade : 12

Ethnic :

Gender :

Order To List : Alpha

As of Date : Jun 15 2012

Show : Both Retained Promoted

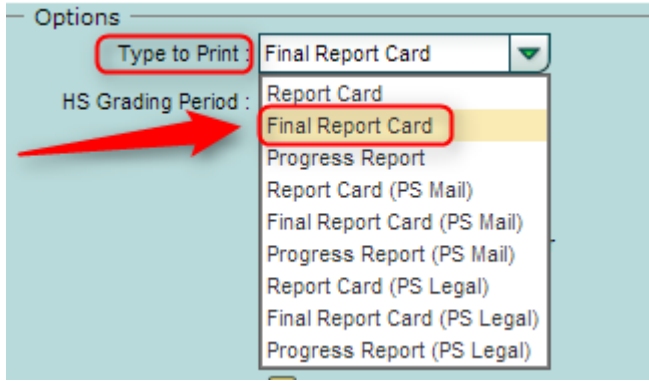
Show : All Sped Only Non Sped

OK

Print Final Report Cards

Final report cards are printed in the same manner as during the year, with only a couple exceptions:

1. In the left navigation panel, go to **Grades, Lists**, then **Report Cards**.
2. On the setup screen of **Report Cards**, in the upper right, locate the **Type to Print** field.
3. Click on the **Type to Print** field and choose **Final Report Card**.
 - Doing this will prompt the report card to post promoted / retained SBLC information.



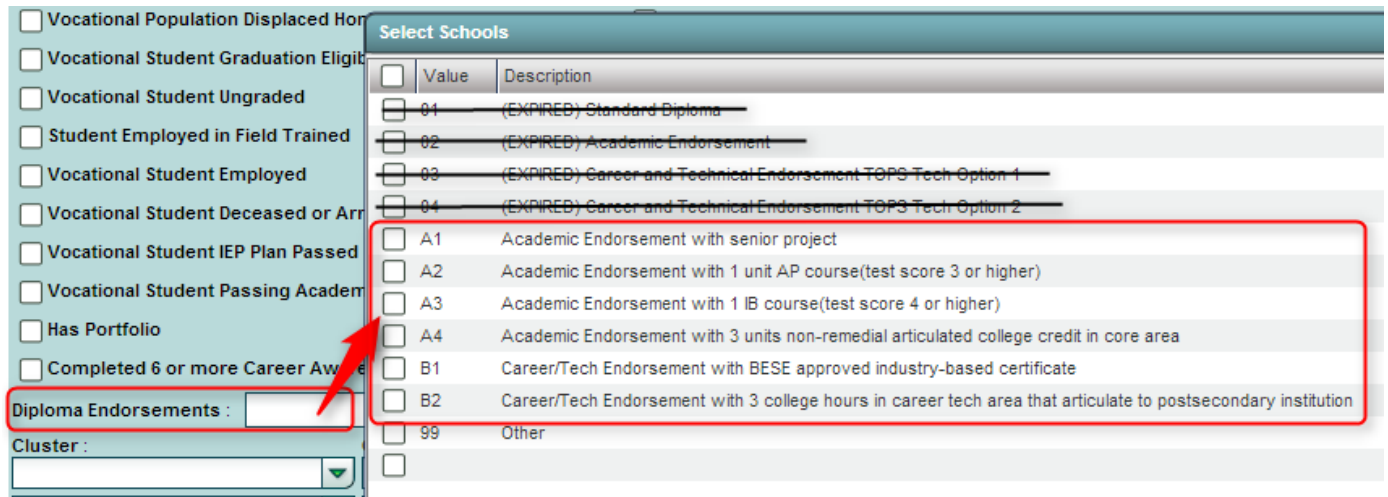
4. In the upper right, locate the HS Grading Period field. Click to select the last grading period of the year.



5. **Mailing the final report cards home?** Make sure the option for **“Show Address Line”** is checked. This will put the mailing address in the lower left of the report card. Order left windowed envelopes to display the address information from the report card. Fold the report card so that the address shows in the window of the envelope.

Post Diploma Endorsements for Seniors

1. In **Student Master**, locate a Senior to be given a diploma endorsement.
2. On the bottom of the Student Master screen, click the **Vocational** tab, then locate the **Diploma Endorsements** field.



3. Click to choose the proper diploma endorsement, then click **Save**.
 - **Only codes A1, A2, A3, A4, B1, and B2 are valid selections.**
3. To get a report of Academic Endorsements posted, go to **Student Master, Lists, Prospective Graduate List**.
4. **Note: Don't forget to post any Dual Enrollment courses and Industrial Business Certifications (IBC's) in the CATE system.** The CATE system is a database run by the Dept of Ed. Contact your Vocational Supervisor if unsure how to work in this system.

Post Exits for Certificates of Achievement

Posting COA's prevents dropouts against your school.

1. In **Student Master**, locate the Certificate of Achievement student.
2. Click in the **Leave Date** field. Post a **62 06 E Certificate of Achievement** code with a last day of school date.

The screenshot shows a 'Leave Information' form. The 'Leave Code' field is highlighted with a red box and contains the text '62 06 E Certificate of Achievement/'. The 'Leave Date' field is also highlighted with a red box and contains 'May 27, 2013'.

- 3.
4. Click the **Save** button on the Student Master Screen.

Post Exits for Completers

Posting Completers prevents dropouts against your school.

1. In **Student Master**, locate the Completer student.
2. Click in the **Leave Date** field. Post a leave code of one of the following that qualify:
 - 81 22 E Completer-GED/Industry Certificate**
 - 82 23 E Completer-GED/Local Skills Certificate**
 - 83 24 E Completer-Industry Certificate Only**
 - 84 25 E Completer-Local Skills Certificate Only**
3. Set the **Leave Date** to the last day of school.

Post Exits for Seniors Who Failed the GEE, but Have Completed All Carnegie Units

These Seniors have taken all of the classes needed to graduate. They only need to pass the GEE to earn a diploma. We will exit these students so that they are not rolled over to next year.

1. Locate the student master record of the student.
2. Check to make sure the student has a SBLC code of **T Retained – Failed to Pass Exit Exam (Seniors)**.
3. In the **Leave Code** cell, select a leave code of **22 17 E Finished all but GEE Completed Carnegie Rqmts not GEE**.
4. Post a **Leave Date** of the last day of school.
5. When you find out that these students have passed the GEE, you will Re-enroll then exit these students on either:
 - First day of school next year if they passed the GEE test(s) during summer testing.
 - On the date they passed the GEE test(s) during the next school year.

Create a List of Seniors Who Have Exited for Cert of Achievement, Completer, or Failed Due to GEE Only

1. In the left navigation panel, click **Student Master, Lists**, then **Leave Report List**.
2. Set the **Year**, District, School, and Grade level.
3. Place a check mark for Show E Codes
4. In the Leave Codes field, select codes 27, 62, 81, 82, 83, 84.
5. Click OK to obtain a report to review.

The screenshot shows a 'Setup' dialog box with the following fields: School Year (1213), District (027), School (006), Grade (12), and As of Date (Apr 24, 2013). The 'Show E Codes' checkbox is checked and highlighted with a red box. The 'Leave Codes' field contains '27,62,81,82,83,84' and is also highlighted with a red box. A red arrow points to the 'Show E Codes' checkbox.

Dropping Students – End-Of-Year

NOTE: Check with your Jpams District Coordinator on post exits for students at the end of the year. Below is a common set of rules, but these may vary by district.

The only students who get a leave/exit code for the End of Year are GED completers, Skills Certificate completers, Certificate of Achievement students, or Seniors who have not passed the GEE.

- **Other than the students mentioned above, do not drop any other students at the end of the school session.**
- If there is a student who will not be returning to his/her regular school setting next school year (Ex. Going to another school in state, private school, another school in country, etc...) you should exit that student at the **beginning of next school year.**
- If you learn that a student will be moving away and will not be back, exit the student on the **first day of the next school year.**