



WebPams EOY Steps for Elementary / Middle Schools

Revised: 05/17/2013

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Introduction

This document tries to explain some procedures typically associated with closing out a school year at the elementary 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 elementary End of Year closeout procedure are:

- **Current Year grades** have been reviewed, printed, and are accurate.
- **SBLC codes** for students being retained have been posted, reviewed, and are accurate.
- 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 Web Gradebook, 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.

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. Select the marking period(s) and 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.

Setup-01.17.13

School Year : 1213

District : 052

School : 007

Grade : 06,07,08

Teacher :

As of Date : Apr 16 2013

Exclude State Course Code 999999

Marking Period : P111

OK

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.

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

1. In the left navigation pane, go to **Grades**, then **Entry**, then **Post Grades Master**.
2. At the setup box, set the **Year**, **School**, and **Grade** level(s) of students to have semester / final averages to be calculated.
3. Semester to Display Scheduled Students:
 - **4x4 Display:** Set to “**ALL**”.
 - **2x8 Display:** Set to “**Both**”
4. **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.
5. In the pink Grade Posting Mode area, click **Report Card Mode** option.
6. 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.

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.**

Print Grade Sheets for Teachers to Verify Final Grades

At this point, the user asks the teachers to verify final grades for accuracy.

TIP: Set a deadline for teachers to return the Grade Sheets with their initials/date on them. If the teachers had errors, they should make the changes in Web Gradebook. File the signed grade sheets in your office for documentation.

There are two basic options to accomplish printing of grade sheets:

- 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, then "All Students".
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 appear on the grade sheets, teachers work with the school's grades coordinator to resolve.

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 **Mass Calc Semester / Final Averages** calculation. Go back to page 3 of this document and follow the directions on Mass Calculate Semester / Final averages..

NOTE: Don't forget to check for missing final grades! (**Missing Grades Audit**, set for checking 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.

- In the left navigation pane, click **Grades**, then **Lists**, then **Current GPA Report**.
- At the setup box, set the **Year**, **School**, and **Grade(s)**.
- Set **Order to List** to the desired selection.
- If desired, the user can limit the report to a selected Homeroom or Counselor.
- Set the **As of Date** to the current date.
- For **Show**, select either to return results for All students, Special Ed (Sped) only, or Regular Ed (Non Sped) students.
- 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.
 - Finals:** cumulative gpa is the result the average of the Final averages in F1.
- 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.
- 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.
- 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).
- 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.
- You will be returned to the **Current GPA Report** setup box to be able to run a report of GPA's.
- 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.

Identify Students with High Absenteeism

At this point, it is a good time to identify students who may need to be retained due to high absenteeism. The easiest way to obtain this information is to run the Daily Attendance Report in Summary Mode. Directions are 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. A listing of students will be presented. Each student will have an iGear icon to allow the user to investigate the student's further.
11. TIP: Often administrators will want lots of information about a student before deciding to retain a student. It may be handy to print a **Leave Entry package (Student Master / Action / Leave Entry Package)** on the students being considered. This will give the administrator much information to help making a good decision on retention due to absenteeism.
12. Review the list with your Principal to determine which students will be denied credit due to absenteeism.

Setup-03.19.12 MBL

Year : 1011

District : 027

School : 010

Detail Report Summary Report

Skip Codes :

From Date : Aug 11 2010

To Date : May 21 2012

Grades :

Clubs :

Sports :

Order : ALPHA

Check In After : 00:00 HH:MM

Check Out After : 00:00 HH:MM

Show Remote : None Only All

Show Only

Active Full Day Tardies Skips

Printing Options:

Over Days 2 To : 999

Equal Days 3 10 20 30 40

Policy History Phone # Legend

OK Letters Email

Identifying Students with Failing Grades

Sometimes the user may want to review a list of students who have failed courses to help in deciding which students may need to be retained. 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**Grade should be left blank if all grade levels are to be included or click in the box to select the desired grade level
3. **Letter Factor**: Set to **"F"**.
4. **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.
5. **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
6. **Active Only** and **As of Date** limits the list to only those students who are active on the date selected
7. Select to either **Show All**, **Sped Only** or **Non Sped**
8. 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 final
9. 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

Setup-01.12.13

Year : 1213

District : 010

School : 058

Grade : 09,10,11,12

Letter Factor : F

Number Per Course > : 0

Total of Total Factors > : 99

Active Only :

As of Date : Apr 24, 2013

Show : All Sped Only Non Sped

Include Marking Period :

Marking Periods : F1

Include Transcript Group :

Transcript Groups :

Order By : Alpha

Select Teacher/Counselor :

Print Options

Break On Homeroom Break On Class Teacher

OK Letters

10. Choose the **Order By**: Alpha, Homeroom, Counselor, Advisor, or Club/Sport
11. Select **Teacher/Counselor** to find the pick box for Homeroom/Counselor/Advisor
12. Print Options - Check to either Break on Homeroom or Break on Class Teacher
13. Click **OK** to run the report.
14. 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**.

1. At the setup box, set **Year** to the desired year. Click in the **Grade** field to set the desired grade level of students.
2. 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).
3. Set the desired **As of Date** to report students enrolled on this date.
4. For **Show**, click the desired setting to report on All students, Sped only, or NonSped students.
5. Click the **OK** button to see the report.
6. Results show a total of grades/percentages posted by course / period / teacher
7. **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.
8. 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)

Grade Distribution Report Setup - 04.17.13

Year: 1213
 District: 010
 School: 064
 Grade: 12
 Ethnicity:
 Gender:
 Class Period: ,01,02,03,04,05,06,07,08,09,
 Course Name:
 Course Group:
Marking Period: F1
 As of Date: Apr 24, 2013
 Show: All Sped Only Non Sped
 Show Remote Scheduled Only
 OK

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

Student Information

Site	Name	Sidno	Grade	Teacher	Course	Point	Mark
			12		BIOLOGY	60	F
			12		ALGEBRA II	40	F
			12		SPANISH II	45	F
			12		SPANISH II	57	F
			12		SPANISH II	59	F
			12		SPANISH II	65	F
			12		SPANISH II	8	F
			12		SPANISH II	61	F
			12		SPANISH II	45	F
			12		SPANISH II	59	F
			12		SPANISH II	61	F
			12		FINE ART SURVEY	65	F
			12		PHYSICAL SCIENCE	43	F

Names of students / teachers hidden

Click count to obtain list of students with F grade

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

Assign SBLC Codes to a Group of Students

Assigning SBLC codes is most easily done in the SBLC Loader. Directions are below:

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

SBLC Loader Setup

Year: 1213
 District: 027
 School: 014
 Grade: 12
 As of Date: Apr 24, 2013
 OK

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 grad
6130401	CALLOWAY,DARRYL CHET	12	X	E	Retained - Failed LEAP - Option I Elementary gr
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		X	Retained - Decision By School Committee-SBLC
8159987	BAUMERY,SHERRI	12	T	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 grad
6130401	CALLOWAY,DARRYL CHET	12	T	E	Retained - Failed LEAP - Option I Elementary gr
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 demographic screen, locate the SBLC Code field on the right under the student image.
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 :

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

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.

Options

Type to Print : Final Report Card
 HS Grading Period :
 Report Card
 Final Report Card
 Progress Report
 Report Card (PS Mail)
 Final Report Card (PS Mail)
 Progress Report (PS Mail)
 Report Card (PS Legal)
 Final Report Card (PS Legal)
 Progress Report (PS Legal)

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



HS Grading Period : 4

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.

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.**