



End of Year Guide 2324 High Schools

STS Senior Transcript Initial Upload Dates

Jeanerette Sr. High School -- May 7

Loreauville High School -- May 8

Westgate High School - May 9

New Iberia Sr. High School - May 10

Delcambre High School - May 14

EOY Deadline for All Underclassmen is May 24

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Below is a checklist of common procedures associated with closing of a school year for high schools.

***Many of the steps below are done twice. Once in early May for Seniors, then again in late May for Underclassmen.**

1. Principal Communicates Grade Deadline for Teachers

Principals communicate the deadline for all assignments to be in GradeBook via emails, websites, or other means.

2. Move Graduating Juniors to Senior Grade Level (no longer optional, this is a mandate from the state)

- **Usually done in late April or early May, when the school is pretty positive that the student will graduate.**
- In the student's *Student Master* screen, post a leave date and leave code of **"20 15 Exit grade for reassignment to another grade."**
- Re-enroll the student by doing the following:
 - While still on the student's Student Master record, click **Action**, then **Re-enroll**. Click on the enrollment record with the exit code posted in step 2. (Should be the top row)
 - Import the student as normal but update the grade to **"12"**.
 - *Be sure to use the same entry date as the exit date.*
 - Use the entry code of **"GR C4 Re-entry for reassignment to another grade"**
- The student's schedule, grades, attendance, and discipline information will not be affected. The student will now simply be a 12th grader.

3. Enter Final Averages for Virtual or Other "Off Campus" Courses

For virtual courses, or other types of courses where the student is given a final for a course typically taught away from school (ie, community college, technical college, university), enter the final average of the course.

- Go to *Grades > Entry > Post Grades Master (work with a class of students) OR Post Grades by Student (work with a single student)* in **"Progress Report"** mode.
 - **Post Grades Master:** Set for grade level, then *Progress Report Mode*. On the bottom, locate the teacher/class. Enter grades in the F1 cell, then click the SAVE icon at top.
 - **Post Grades By Student:** Set for *Progress Report Mode*. Find the student, enter grade in the F1 cell, then click the SAVE button.
 - If the course is not in the Master Schedule, manually enter the final in **Transcript Workstation**.
 - Go to *Transcripts > Entry > Transcript Workstation*.

4. Check for Missing Grades (Seniors first, then Underclassmen later)

Check for missing grading period grades by printing a plain paper **Cumulative History label** (kind of like a mini report card) and/or the **Missing Grades Audit**.

- **Cumulative History Label:**

- Go to *Grades > Lists > Cumulative History Label*.
- Set for Grade level.
- Skip Codes: Select P codes.
- Select Label: **Avery 5164** and others as shown below.
- A list of students will appear. Select the students, then click the Print Labels button.
- ***After calculating final averages, come back to this report to review any missing final averages**
- After grades are checked and finalized, use this report to print labels for the cumulative folders.

The screenshot shows a software window titled "Setup-01.15.2021" with the following fields and options:

- Year: *current year* (dropdown)
- District: 023 (dropdown)
- School: *your school* (dropdown)
- Grade: *one grade level at a time* (dropdown) - **Red arrow points here**
- Homeroom: (text field)
- Team: (text field)
- Special Codes: (text field)
- Exclude Special Codes: (text field)
- Programs: (text field)
- Custom Codes: (text field)
- Skip Codes: 59,40,62,56,55,34,11,03,4... (text field) - **Red arrow points here**
- As Of Date: *use current date* (dropdown) - **Red arrow points here**
- Include SIS School
- Select Label: Avery 5164 (dropdown)
- Show Active Courses Only
- Show Only Carnegie Credit Courses
- Display Credit Line
- Show Attendance by Course
- Order To List: Alpha Order (dropdown)
- OK button

- **Missing Grades Audit:** Go to *Grades > Entry > Missing Grades Audit*. Set for grade level and select all grading periods.
 - This report is also good to check for missing final averages after calculating final averages. (Set Marking Period to F1)
- **Incomplete Grades Audit:** Go to *Grades > Lists > Incomplete Grades Audit*.
 - Check for "I" (incomplete) grades, which are the result of "i" grades given to assignments in the Gradebook.
 - Teachers need to update or remove the "i" given to the assignment in the Gradebook and click Save. The average will be updated and the final average can be re-calculated.

5. Import State Tests Scores (Will Be Done by Data Management)

Usually done by the District Coordinator, the EOC/LEAP scores are imported for EOC/LEAP classes.

- The scores automatically go to the E2 area of the teacher's gradebook, student's grades, as well as the student's test results.
- **Missing a test score?** Go to *Test Score Editor* to manually enter the missing information.
 - Go to *Grades > Entry > Test Score Editor*. Set for grade level, test type, and student.
 - If the student has an existing test result, click on the insert row (top) and enter the test data from left to right. Click the "Save New" button to store the result.
 - If the student does not have an existing result, simply click in the cells, enter the data, then click the ENTER key to confirm the entry. No "Save New" is needed in this situation.
 - When entering a test exemption, be sure to enter all subjects the student is exempted from. (ie... if a student is exempt from all math, enter an exempt result for Algebra I and Geometry.)
- CJA – Jumpstart Alternate Pathway (L1) students typically use LEAP CONNECT scores instead of LEAP 2025 scores for determining passage of state tests for graduation.

6. Mass Calculate Initial Semester/Final Averages ** Seniors first, then Underclassmen later

Run an initial calculation of final averages to review and check.

Go to *Grades > Lists > Report Cards*. At the bottom of the screen, click the “**Mass Calc Sem/Final Grades**” button.

- **Initially run for Seniors only.** Underclassmen get processed a little later in a second batch when grades are complete for them.

7. Check for Missing Final Averages

This is basically a repeat of step #4, focusing on the final average in F1.

- Using either the Cumulative History Label or the Missing Grades Audit, check that students have a final grade in courses that are needed.
- **What do I do if there is a missing final?**
Work with the records or teachers to determine missing marking period grades.
 - Go to *Post Grades by Student*
 - Set Grade Posting Mode to **Report Card Mode**
 - Manually enter the missing Final
 - You can ask the teacher to update the marking period grade and/or enter the final on the grade sheets (upcoming step), then hand enter into *Post Grades by Student*.

8. Print Grade Sheets (for teachers to verify grades - may have teachers verify electronically)

Print grade sheets for the teacher to review grades and sign for accuracy. If needed, fixes and corrections are made as a result of any feedback from the teacher.

- Go to *Grades > Lists > Grade Sheets*
 - For the first run, set for grade 12. Set for current date, then click **OK**.

Setup-01.17.17

Year: Use current year

District: Should show 023

School: Use your school

Course Grades:

Student Grade: 12

Periods:

Grade Display: Both

As Of Date: Use current date

Show Remote

Course Long Name Options

Display Long Course Names en English : Language

Semester To Display Scheduled Students

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

2x8 Display: 1st 2nd Both

OK

- Select classes and **“Print”**.
- Give to teachers asking them to review, indicate any problems, and sign/date.
 - Save this copy for reference if needed in case of problem.
- As a result of the feedback, if needed, update missing grades, resolve any possible issues.

9. Repeat Mass Calculate Semester/Final Averages

- Due to updates to averages based on feedback from Teachers and Grade Sheets, a repeat of calculating semester / final averages is performed as in step #6 and a subsequent check for missing final averages as in step #7.
- **Run on Seniors first, then Underclassmen later when ready.****

10. Check Test Scores for Seniors

This should have been verified when working with the Carnegie Units Report.

Note: A "yes" for having passed graduation tests is needed for students earning a graduation diploma. Students not earning a graduation diploma, such as "COA Certificate of Achievement", do not have to have a "yes" for passage of test scores for graduation. This will still be reported as a N.

11. Run an Initial Cumulative GPA Ranking Report

Use the report to do a quick check that students have enough credits to graduate or go to the next grade level, and get an initial look over of the ranking.

Run for Seniors first, then later when grades are done for underclassmen, run for each grade level.

- Go to *Transcripts > Transcript Workstation / Action / Rank Report*.
- Ranking Setup Screen:** Set for Seniors with any special code exclusions (as indicated on screenshot below).
- Hit the **“Update GPA”** button.

- GPA Calculate Setup Screen:** Initially set for Seniors. Later, set for underclassmen.
- Note:** Always update the GPA and rank anytime grades have changed. (Doesn't hurt to rerun)

Use Current Grades: For use if the EOY Closeout has not been done. Select if semester/final grades from the **current year** are to be included in the cumulative gpa calculation. This is only applicable if you are in the 2nd, 3rd or 4th 9 weeks.

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 0.5 credit to match.

NOTE: Check **Use semester grades only** OR **Use final grades only** but do not check both. If neither are checked, then both semester and final grade columns will be included in the GPA calculations.

Use semester grades only: For use after the EOY Close out has been done. Select if district calculates cumulative gpa **only** on grades that are in the "Semester" column of a transcript.

Use final grades only: For use after the EOY Close out has been done. Select if district calculates cumulative gpa **only** on grades that are in the "Final" column of a transcript.

You will be returned to the Ranking Setup Screen. Click the **OK** button.

- Focus initially on the “**Units Earned**” column. Make sure the Senior has enough credits to graduate.
- Review the initial rankings to see if things look appropriate.
- Students who do not have enough credits, or have a special code that is being excluded, will be at the bottom of the report. (2222 rank means too few credits. 4444 rank means retained)
- **TIP:** For underclassmen, use this report as a list to determine if students have enough Carnegie Units to move to the next grade level by setting the "Minimum Units" to be the amount needed to pass to the next grade.
 - Sort the report on the **Units Earned** column.

12. Use the Carnegie Units Earned Report to verify that students meet all Graduation Requirements.

- Go to *Transcripts > Lists > Carnegie Units Earned*
 - Set as below: Grade = 12
 - “Filter” for active students only
 - Click “Ok” to run

- When students appear on screen, “freeze” the student’s name column. Click the drop-down arrow that appears on the Student Name column, then select “freeze”.
 - **SSN:** If a temporary SSN (starts with a 9), the student will not be able to apply for Financial Aid through TOPS and Federal sources (**make sure that these students & parents are aware**)
 - **P11 (consent):** If a student wishes to share data to the Board of Regents, needs to be a Y for consent form signed
 - **Act 833 (April Dunn Act):** A special ed student classified as Act 833 April Dunn on an IEP should have a special code of “ACS” so that LEAP 2025 exams are weighted at 5%. Applies to underclassmen as well.
 - **Path:** Student diploma path needs to be present. Only the diploma paths listed below are acceptable
 - CTU for Tops University
 - CCA for Tops Tech Jump Start
 - CJA for Tops Tech Alternate
 - CNG for Non-Graduate / Non-Diploma (HISSET Students)
 - COA for Certificate of Achievement

*** NOTE: All 10th Grade students must have a diploma path declared. Please add the appropriate diploma path to **Special Codes** in **Student Master (See list above)**

- **Tests:** If a student is to graduate, this needs to be either a Y, A, or G.
 - If a Senior has a “N” due to missing test score information, go to Test Score Editor to enter the missing test information.
- **IBC:** Review IBC’s earned for graduation. CCA Tops Tech Students are required to have these to graduate.
 - NOTE: Students must have earned all IBCs required for their particular pathway.
 - **ACT 833 STUDENT:**
 - If a student is identified as ACT 833 and has not earned an IBC, the school counselor must submit the *Industry Based Certification via Act 833 Completion Form* to the Special Education Assistant Director for approval prior to assigning the student the waiver.
 - If approved, enter the IBC code “**ACT 833**” and upload the signed Completion Form as the IBC certificate.
 - What if there is one missing?
 - Scan the missing IBC, then upload into the student’s Doc Archive (Student Master or Transcript Workstation / Action / Doc Archive / IBC).
 - If you do not have the certificate, but you have the score and know that they have passed, then fill out the google form to notify the Data department to upload a temporary certificate for the meantime.
https://docs.google.com/forms/d/e/1FAIpQLSd4MNIVA8qSjIdR-g5_H7jcJ68yJdvh9S9AypWKiB_jQWs67w/viewform?usp=sf_link
- **Career Options / Code:** If the student is in a **CCA Tops Tech diploma path**, then the student **must** have a Career Options code.
- **FAFSA:** To graduate, a student **must** have a **FAFSA code**.
- **Fastest Way to Update Special Codes for a Large Group of Students**
 - Go to *Student Master > Loaders > Special Code Loader*. Set for one grade level at a time.
 - Use for Diploma Path, Consent, FASFA, TRA, ACS Act 833 5%, etc.
- **Fastest Way to Update Career Options codes for CCA (Tops Tech Jump Start) and CJA (Jump Start Alt Pathway):**
 - Go to *Student Master > Loaders > Career Loader*. Set Special Codes to CCA and or CJA.
 - All of these students need a Career Option.

13. Print and Check Senior Transcripts -

From **Transcript Workstation**, use the **Print Multiple** button to print Transcripts to be checked for graduation requirements.

- Go to *Transcripts > Entry > Transcript Workstation > Print Multiple*
- Check subject areas for graduation compliance. Example: 4 English courses, 4 Math courses, 1.5 PE courses, etc.
- Review credit site codes, especially for Dual Enrollment courses, which should have Post-Secondary site codes.

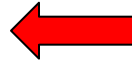
This is also a good time to verify that the names in JCampus matches the name on the Birth Certificate, BEFORE you print diplomas.

14. Assign SBLC (Retention) Codes

The SBLC code on *Student Master* is used to identify students as retained, or going to summer school, or other conditions.

- A blank SBLC code means that the student is being promoted.
- These SBLC codes and text print on the final report card and on cumulative history labels.
- **Fastest way to do this:** Use the **SBLC Code Loader**.
 - Go to *Student Master > Loaders > SBLC Code Loader*.
- To assign a SBLC Code to a single student, go to the student's Student Master screen, click in the SBLC field on the right, select a SBLC Code, then click the **Save** button.

- **Commonly used SBLC codes:**
 - F Retained -- Student Not Promoted (should rarely be used)
 - Z Retained - Pending Summer School
 - T Retained -- Failures to Pass Exit Exam (**Seniors only**)
 - D Retained -- Insufficient Carnegie Units (**Seniors only**)
 - 5 Retained -- Certificate of Achievement Non-Exit Year (**Seniors only**)
 - 18 Retained -- CJA JumpStart Alternate Pathway L1 - Non-Exit Year (**Seniors only**)
 - 12 Retained -- Failed IBC Credential Exam (**Seniors only**)
 - 9 Promoted -- Transition 9th to grade 9
 - 10 Promoted -- Transition 9trh to grade 10



Transitional 9th Graders

15. Print a List of Retained Students

Print a listing of Retained Students for the Principal to review and approve.

- Go to *Student Master > Lists > Retained/Promoted List*.
 - Set to show "Retained"

16. Repeat Step #11: Cumulative GPA Ranking Report (First for Seniors, later for Underclassmen)

Repeat the GPA Ranking and GPA Update to adjust rank for any students who have been marked as retained and catch any recent changes to transcripts or grades.

17. Print Cumulative History Labels for Cum Folders (repeat step #4)

- Go to *Grades > Lists > Cumulative History Label*.
- Set for Grade level.
- Skip Codes: Select P codes.
- Select Label: **Avery 5164** and others as shown below.
- A list of students will appear. Select the students, then click the Print button.
- *After calculating final averages, come back to this report to review any missing final averages
- After grades are checked and finalized, use this report to print labels for the cumulative folders.

Setup-01.15.2021

Year:

District:

School:

Grade:

Homeroom:

Team:

Special Codes:

Exclude Special Codes:

Programs:

Custom Codes:

Skip Codes:

As Of Date:

Include SIS School

Select Label:

Show Active Courses Only

Show Only Carnegie Credit Courses

Display Credit Line

Show Attendance by Course

Order To List:

18. Print Final Report Cards (First for Seniors, later for Underclassmen)

Printing the Final Report card is similar to other times in the year with the exception of the following:

- Go to *Grades > Lists > Report Card*. **Be sure to set the dates correctly to pull the correct students.**
 - Set **As of Date** to show students that are active as of date report card is being printed
 - Set **Display Date** to date of report card handout
 - Set **Type to "Final"** and grading periods to the last of the year (4 in most cases), as well as other checks shown below.

Options

Type to Print: **Final Report Card**

HS Grading Period: **4**

Order Courses by: Course Name Order

Elem Grading Period: **4**

Show School Name

Show Address Line

Show Homeroom Teacher

Show Counselor

Show Advisor

Show Team

Highlight Course Lines

Show Active Courses Only

Show F (non-numeric) on policy failure

Show Fees

Show P-EBT Code

Show Grading Scale

Round Grading Scale

Show Comments

Show Comment Assessment

Show Current Year EOC Scores

Show All Highest EOC Scores

Show Class Period

Use Long Course Name

Default Language: en English

Use Watermark

Print To DAS

Non Grades

Display the below items

From: Aug 11 2021

Thru: May 27 2022

Skip Absence Codes: 01,02,03,04,06,07,10,11,1...

Absentee Detail

Discipline

Absentee Course

Absentee Summary

Verify with District Coordinator on what to skip

GPA options

Display GPA Line

Display Current Year Cumm GPA

Grading Periods

- Make sure to put check mark in checkbox by Print to DAS** - This will publish the report card on the Document Tab of Student Progress Center. (See image above)
- At the bottom, before printing, be sure to run the **"Mass Calc Sem/Final Grades"** and the **"Calculate Current Year GPA"**.
- Finally, click the "Print" button to print the report cards.

19. Post Diploma Endorsements for Seniors

In the IGP tab of Student Master, the user can enter the Diploma Endorsements of a Senior.

- For students earning a test score of 3 or higher on an AP exam, select the "D1" code
- For students earning a Bilingual Seal (French or Spanish), select the "D3" code
 - To earn the Bilingual Seal for a diploma, a student must meet certain requirements. This is not just the student taking and passing one of the CLEP test for a foreign language. Contact Serial Scott or Allison O'Donnell at the Educational Center about the requirements.
- For students earning the Community Service Endorsement, select the "C1" code.
 - To earn the Community Service Endorsement seal for a diploma, a student must meet certain requirements. Contact Sharon or Chasity for what paperwork needs to be completed prior to the seniors leaving.
- Click **Save** to store the entry.

20. Post Exits for Certificate of Achievement Students

In Student Master, locate the student leaving with a Certificate of Achievement.

- In the **Leave Date** field, select **62 06 E Certificate of Achievement** with the **Leave Date** set to the last day of school.
- Click **Save** to store the leave information.

21. Post Exits for LAA1 Graduates

In *Student Master*, locate the student leaving with a LAA1 Jumpstart Diploma Pathway/Track.

- In the **Leave Date** field, select **LG 04 E LAA1 Graduate (send Option 9 code)** with the **Leave Date** set to the last day of school.
- Click **Save** to store the leave information.

22. Post Exits for Foreign Exchange Students Returning to Home Country

- In *Student Master*, locate the student leaving with a LAA1 Jumpstart Diploma Pathway/Track.
- In the **Leave Date** field, select **L4 10E Transfer out of state/country** with the **Leave Date** set to the last day of school. Type the country the student is returning to in the **Transferred To**.
- Click **Save** to store the leave information.

23. Post Exits for Completers or Students Who Passed HiSet/GED

Posting exits for Completers or HiSet passage students prevents dropouts against the school.

- In *Student Master*, locate the student leaving as a Completer.
- Click in the *Leave Date* field.
- Set the *Leave Date* to the last day of school.
- Post a leave code -- 80 05 E GED Earned Only (typically, Adult Education Centers)
- Click **Save** to store the leave information.

24. Post Exits for Seniors Retained Due to Testing, but Have Completed All Carnegie Units

These Seniors have taken all classes needed to graduate and do not need to be rolled over to next year.

- Find the student in Student Master.
- Check to make sure the student has a **SBLC code** of either
 - **T Retained – Failed to Pass Exit Exam (Seniors)**
 - **12 Retained – Failed IBC Credential Exam (Seniors)**
- Click in the Leave Date cell:
- Post a Leave Date of the last day of school.
- Select a **Leave Code** of **22 17 E Finished all but EOC/LEAP Completed Carnegie Rqmts not EOC/LEAP**
 - Don't worry about using the same exit code for Tests or IBC, the job is to exit the student and keep from rolling over to next year.
- Click **Save** to store the leave information.
- When you find out that these students have passed the LEAP, consult with your district coordinator for proper year/date to reenter, then exit the student with a **61 04 E Graduation/Early Graduation** leave code.
- Please make sure to contact the District Data Coordinator so that the updated information can be sent to STS for state reporting. Otherwise, this will show as an error for Data Certification.

25. Dropping Students - End of Year

Check with the District Coordinator on posting exits for students that are leaving the district.

- Summer Graduates must be dropped at the end of the current school year, not date of graduation or date of last attendance.
- In Iberia Parish underclassmen drop and gains are done on the first day of the next school year.

26. Grading Period Lock (verified by Data Management)

Grading Periods in GradeBook are locked to preserve the integrity of the assignment records.

This is typically done when grades are calculated, checked, and sent home.

- Go to *Grades > Loaders > Grading Period Lock*
- Usually initially done by Principals.

27. Grades Closeout EOY (Done by Data Management-Contact our office when ready to perform this task)

This program is performed when all of the grades for the current year have been verified and are finalized. The program copies the "current year" grades to the "transcript" data files.

- Data Processing performs this task.
- After the **EOY Grades Closeout** has been run, turn off the option "Show Current Year Grades" on the **Transcript Workstation**.
 - If you see "double" transcript records on **Transcript Workstation**, this is a symptom of not turning off the "Show Current Year Grades" option.
- ***If any changes are made to grades after EOY Grade Closeout, the school must keep documentation and send the names to Data Management so that our office can perform another EOY Closeout on the students.***