

# EOY Senior Close Out Procedures

**It is of utmost importance that this is done in this particular order!**

## 1. Finalize Grades (pgs. 2 – 4 in the EOY Guide)

- a. Enter Final Averages for Virtual or Other “Off Campus” Courses
- b. Check for Missing Grades (Missing Grades Audit / Incomplete Grades Audit)
- c. Mass Calculate Semester to get Final Averages

## 2. Check Reports (pgs. 4 - 8 in the EOY Guide)

- a. Check for Missing Final Averages (Missing Grades Audit – F1)
- b. Print Grade Sheets for Teachers (teachers verify grades and sign off)
  - i. Correct grades as per teacher feedback
- c. Repeat Mass Calculate Semester to update Final Averages
- d. Run an **Initial Cumulative GPA Ranking Report**
- e. Use the Carnegie Units Earned Report to verify Grad Requirements (one more time)
  - i. This should have been ran and verified multiple times up to this point
- f. Print and Check Senior Transcripts

## 3. Mark Failures (pgs. 9 - 10 in the EOY Guide)

- a. Assign SBLC (Retention) Codes
- b. Print a List of Retained Students
- c. **Repeat the Cumulative GPA Ranking Report; don't forget to update GPA first**
- d. Print Cumulative History Labels (Avery 5164)
- e. Print Final Report Cards
- f. Post Diploma Endorsements for Seniors

## 4. Post Exits (pg. 11 in the EOY Guide)

- a. Post Exits for Certificate of Achievement
- b. Post Exits for LAA1 Graduates
- c. Post Exits for Foreign Exchange Students Returning Home
- d. Post Exits for Completers or Students who Passed the HiSet/GED
- e. Post Exits for Seniors Retained Due to Testing, but Have Completed all Carnegie Units

## 5. Close Out the Year (pg. 12 in the EOY Guide)

- a. Notify the Data Department that you are ready for Grade Closeout (roll Transcripts)
- b. STS Initial Upload for Graduation Approval
- c. STS Error Correction
  - i. **Repeat the Cumulative GPA Ranking Report**, anytime grades have changed during this process - don't forget to update GPA first
- d. STS Resubmission for Graduation Re-Approval