End of Year Checklist – Middle Schools 2020-2021

Below is a checklist of procedures associated with closing of a school year for middle schools. Once each task is completed, please place initials documenting completion.

1.____ Principal Communicate Grades Deadline for Teachers

- Place reminders by the sign in book, teacher's lounge, etc...

2. ____ Check for Missing Grades (COMPLETE MORE THAN ONCE)

Check for missing grading period grades by running the Missing Grades Audit. This is important because a missing grading period average will result in no semester grade being calculated for the course.

Missing Grades Audit -> Go to Grades > Entry > Missing Grades Audit

- Use this report to check for missing grading period (P1, P2, P3, P4) grades.
 <u>Reminder</u>: A missing grading period average will result in no semester grade populating and promotion/retention not being determined properly.
- Students with missing marking period averages will be displayed with period columns on the right.
- This report is also good to check for missing semester averages after semester grades. See step #6.

*4x4 Middl	le School	Sites: Select P1, P2, P3	3, P4, S1, S2, S3
	Select Marki	ng Period	
	Value	Description	
	V P1	1st Nine Weeks (4x4 Semester 1)	
	V P2	2nd Nine Weeks (4x4 Semester 2)	
	V P3	3rd Nine Weeks (4x4 Semester 3)	
	V P4	4th Nine Weeks (4x4 Semester 4)	
	📄 E1	1st Sem Exam	
	E2	2nd Sem Exam	
	📄 E3	3rd Sem Exam	
	🔲 E4	4th Sem Exam	
	🔽 S1	4x4 Semester 1	
	V S2	4x4 Semester 2	
	🔽 S3	4x4 Semester 3	

3. ____ Incomplete Grade Audit (COMPLETE MORE THAN ONCE)

Go to Grades > Lists > Incomplete Grades Audit.

- Check for "I" (incomplete) grades, which are the result of "I" grades given to assignments in GradeBook.
- When the teacher updates the "I" assignment to a valid grade, then "Save", the average is updated. This will result in an accurate final average.

average.								
B=2.500-3.499 C=1.500-2.499 D=1.000-1.499 F=0.000-0.999			FINA	L REPORT	CARD)	B=85.000- 92.000 C=75.000- 84.000 D=67.000- 74.000 ₽= 0.000- 66.000	
							DATE 05/04/2021 GRADE: 08	
SUBJECT 06 PHYSICAL EDUCATION	1 48F	2 7F	SEM1 F	3 461	4 60F	SEM2	TEACHER CE	
				Teacher mu the report c	st remove t ard grade t	the "I" grade to hav o post CORRECTLY.		
						1		



2x8 Middle Sites: Select P1, P2, P3, P4, S1

As Of Date : May v 20 v 2021 v

Special Ed :
 All
 Sped Only
 Non Sped
 Sol
 So

LEP :
All O LEP Only O Non LEP
Show Remote Scheduled Students

Limit Courses with Final Weight

Grade : 06,07,08

Teacher

Column

Marking Period : P1,P2,P3,P4

Special Codes





4. ____ District Test Coordinator - Import EOC Scores

Usually done by the District Test Coordinator (Director of Accountability), the EOC scores are imported for EOC classes taken at the middle school level.

5. <u>Calculate Semester Averages (COMPLETE MORE THAN ONCE)</u>

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

- Go to Grades > Lists > Report Cards Mass Calc Sem/Final Grades
- Click the Mass Calc Sem/Final Averages button at the bottom.
- Set grade level for grades that use the gradebook.
- If system is running slow, process one grade level at a time.

6. ____ Check for Missing Semester Averages

 This is basically a repeat of step #2, but here we focus on the semester averages in S1 or S2 to see students who did not get a semester grade average for a class.

Missing Grades Audit
Go to Grades > Entry > Missing Grades Audit

 Using the Missing Grades Audit, check that students have a semester grade in all courses that are needed.
 **4x4 Middle School Sites: Select \$1, \$2, \$3, \$4



- What do I do if there is a missing semester grade? Either of the following depending on the situation....
 - Work with records or teachers to determine the missing marking period grade.
 - Go to Post Grades by Student, Report Card Mode, and click "Save" to manually enter the Semester.



Mass Calc Sem/Final Grades - 03.29.19 Year : 2021

District : 017

School: 010

Grades : Semester To Display Scheduled Students ~

ALL Marking Period Grades Within Semester
 Last Marking Period Within Semester.
 Calculate for Completed Courses Only

Grade : 06.07.08

Teacher Special Codes

Team

Column

Marking Period : S1,S2

2x8 Middle Sites: Select P1, P2, P3, P4, S1

As Of Date : May 💙 20 💙 2021 💙 📼

Special Ed :
 All
 Sped Only
 Non Sped

504 :
 All
 504 Only
 Non 504

LEP :
 All O LEP Only O Non LEP

ок

Show Remote Scheduled Students

Exclude State Course Code 999999

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

2x8 Display : 1st 2nd Soth

4x4 Term to calculate : All Fall Spring OK

Semester Grade Calculation Requirement

7. ____ Print Grade Sheets (COMPLETE MORE THAN ONCE) Go to Grades > Lists > Grade Sheets

Print grade sheets for the teacher to review and sign for accuracy.
 Fixes and corrections are made as a result of any feedback from the teacher.
 Please Note: Teachers need to print a copy of their Attendance Roll book and

Grade book to keep for documentation purposes

- 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.

Setup-01.20.2021		X
Year :	2021	•
District :	017	
School :	035	
Course Grades :		
Student Grade :	06,07,08	
Periods :		
Grade Display :	Both 👻	
As Of Date :	May v 20 v 2021 v	
	Show Remote	
Special Codes :		
Programs :		
Custom Codes :		
- Course Long Nar	ne Options	-
Display Lor	ng Course Names en English 🗸 : Language	
 Semester To Disp 	play Scheduled Students	٦
4x4 Display :	○ 1st ○ 2nd ○ 3rd ○ 4th ● All	
2x8 Display :	◯ 1st ◯ 2nd ● Both	
	ОК	

At the bottom, click <mark>Mass Calculate Se</mark>	em/Final Averages.
Due to updates to averages based on f and Grade Sheets, a repeat of calculat as in step #5.	eedback from Teachers ing semester averages is performe
Identify Students with Failing Final Gra	ades for Possible Retention

- Use the Grade Distribution Report to obtain lists of students that have failed courses for the year.
 - Set the report to search for "S1 and S2"; "Nine Weeks Semester 1 and Semester 2 grades", then click on the count of "F" grades on the bottom row of the report.
 - These lists are not only handy for determining promotion/retention, but also for New Year scheduling or summer school lists.



Year :	2021	~	
District :	017	~	
School :	010		
Grades :			
- Semester To Disp	play Scheduled Stu	idents	
4x4 Display :	◯ 1st ◯ 2nd	○ 3rd ○ 4th	All
2x8 Display :	○ 1st ○ 2nd	 Both 	
2x8 Display : - Semester Grade	○ 1st ○ 2nd Calculation Requir	Both ement	
2x8 Display : - Semester Grade	 1st 2nd Calculation Require ALL Marking 	Both ement Period Grades Withi	n Semester.
2x8 Display : — Semester Grade	 1st 2nd Calculation Require ALL Marking Last Marking 	Both ement Period Grades Withi Period Within Seme	n Semester. ster.
2x8 Display : — Semester Grade :	1st 2nd Calculation Requir ALL Marking Last Marking Calculate for	Both ement Period Grades Withi Period Within Seme Completed Courses 6	n Semester. ster. Only
2x8 Display : - Semester Grade 4x4 Term to calculate :	1st 2nd Calculation Require ALL Marking Last Marking Calculate for All Fall	Both ement Period Grades Withi Period Within Seme Completed Courses (Spring	n Semester. ster. Only

	Report Setup - 05.20.	2021	
Year :	2021	~	
District :	017	~	
School :	020		
Grade :			
Ethnicity :			
Gender :			
Class Period :			
Course Group :			
Course Name :			
Marking Period :	\$1,\$2		
Team :			
As Of Date :	Apr 💙 29 💙	2021	× 📰
Show :	All O Sped Only		on Sped
	Show Remote Sch	eduled (Only

10. ____ Identify Students to be Possibly Retained due to High Absenteeism (MUST CONFIRM THIS STEP WITH CWA ATTENDANCE SUPERVISOR AND PRINCIPAL!)

- To get a list of students to review with CWA for high absenteeism, run the Daily Absentee List in Summary Report mode.
- Review the results with CWA Attendance Supervisor and principal.
- The denial of credit (students denied Extenuating Circumstance) will be manually posted to the nine weeks average to have the computer move it over to the "Semester" average. The attendance failure will be noted with an asterisk (ie...2f*) in Post Grades by Student in Report Card Mode.

Setup-03.16.2021										>
Year :	2021			~	Pr	ograms :				
District :	017			~		Team :				
School :	020					Clubs :				
Grades :	06,07,08					Sports :				
Homeroom :					Special	Codes :				
Order To List :	Alpha Order			~	Custom	Codes :				
From Date :	Aug 🗸 10	v 2020	*		1	To Date :	May 🗸	• 03 • 20)21 🗸	
Special Ed :	🔵 All 🔿 Spe	d Only 🔿 No	n Sped			504 :	O All C) 504 Only 🔿) Non 50	4
LEP :		Only ONon	LEP		Show F	Remote :	 None 		All	
	O Detail Repo	rt			💿 Su	mmary R	eport			
	Include Sum	mary			📄 Prir	nt Break o	n Homeroo	om		
	Print Period	Days			V Prir	nt YTD Da	ays			
Skip Reason :				Skip (Code : 🔽	02,58	29,65,23,	. Ski	p Codes:	Select all
Check In After :		HH:	MM Chec	k Out	After :			HH:MM	E, P, and I	l codes.
- Show Only								_		
Active	📃 Full Da	у [Tardies		🔲 S	kips				
 Printing Options 					_					
Day Range 10)		to : 999							
Equal Days 3		10	20			30		40		
Policy	History	Phone	e#	Ho	meroom	🛄 Ur	execused	HLT Co	de	Legend
		🔲 Sh	iow Special a	and Cu	ustom Cod	es on Re	port			

Pret	errea methoa d	of posting <i>i</i>	۱tte	ndance	Failure	s trom	meetin	ig with	CWA A	ttenda	nce Sup	ervisor	
For stu	idents denied ai	n Extenuati	ng C	ircums	tance, t	he mar	nual wa	y to po	st an at	tendar	nce failu	re will be do	ne
in Pos t	Grades by Stud	dent. <mark>Go to</mark>	Gra	<mark>ides > E</mark>	<mark>ntry > I</mark>	Post Gr	ades by	/ Stude	<mark>nt</mark>				
Task: N	Manually add as	terisk (*) to	o stu	dents d	denied E	Extenua	ating Ci	rcumsta	ances (l	isting p	rovided	l by CWA	
Attend	lance Superviso	r) resulting	in a	ttendaı	nce failu	ire.		Post Grade E	By Student Setup	- 11.07.18		×	
10.000					/ D a w a w				Year :	2021	*		
JCamp	<u>us Program:</u> Po	st Grades I	DY 51	udent	(Report	Card	vioaej		District :	017	*		
									School :	035			
									Grades :	06,07,08			
								- Grade Pos	ting Mode				
See Bl	EFORE example:							O Progress	Report Mode	Report Card M	lode		
	^											I	
	Course	Section	PD	P1	P2	E1	S1	P3	P4	E2	S2		
1	Post Grades by Student. Go to Grades > Entry > Post Grades by Student ask: Manually add asterisk (*) to students denied Extenuating Circumstances (listing provided by CWA ttendance Supervisor) resulting in attendance failure. Campus Program: Post Grades by Student (Report Card Mode) See BEFORE example: Course Section PD P1 P2 E1 S1 P3 P4 E2 Section PD P1 P2 E1 S1 P3 P4 E2 S2 P3 P4 E2 S2 P3 P4 P3 P4 P3 P4 P4 P3 P4 P4												

<u>Step 1</u>: Click inside the "P2" column for the attendance failure course. Then, replace the letter grade with an asterisk (*). <u>Note:</u> Only one asterisk at a time can be posted.

	Course	Section	PD	P1	P2	E1	S1	P3	P4	E2	S2
1	ENG 6-M	020178	07	100 A	95*		4 a	99 A	99 A		4 a

Click the "Save" button at the bottom.

Save

<u>Step 2:</u> Click inside the "P4" column for the attendance failure course. Then, replace the letter grade with an asterisk (*). <u>Note:</u> Only one asterisk at a time can be posted.

	Course	Section	PD	P1	P2	E1	S1	P3	P4	E2	S2
1	ENG 6-M	020178	07	100 A	95 A*		4 a	99 A	99*		4 a

Click the "Save" button at the bottom.

Save

See AFTER example #1. Notice the "P2" grade is now displayed with the asterisk (*) at the end and the Semester 1 grade changed to an F* indicating the course is an attendance failure.

Example #1:

1		Course	Section	PD	P1	P2	E1	S1	P3	P4	E2	S2
	1	ENG 6-M	020178	07	100 A	95 A*		4 f*	99 A	99 A		4 a

See AFTER example #2. Notice the "P4" grade is now displayed with the asterisk (*) at the end and the Semester 1 grade changed to an F* indicating the course is an attendance failure. Example #2:

	Course	Section	PD	P1	P2	E1	S1	P3	P4	E2	S2
1	ENG 6-M	020178	07	100 A	95 A*		4 f*	99 A	99 A *		4 f*

<u>4x4 Middle School Sites:</u> Denied Extenuating Circumstances for courses (Periods 5-8) taken in the spring.										g.					
Course	Section	PD	P1	E1	S1	P2	E2	S2	F1	P3	E3	S 3	P4	E4	S4
SCIENCE 7 H	045602	05							1	79 C*		2 f*	77 C*		2 f*

Course	Section	PD	P1	E1	S1	P2	E2	S2	F1	P3	E3	S3	P4	E4	S4
SOC STUD 7 H	045670	01	75 C*		2 f*	95 A*		4 f*							

Need a report of these denials to check for accuracy? YES!! Run the Non-Academic Failure Review. Use this report to obtain a list of students given denial of credit due to attendance.

Go to Grades > Lists > Non-Academic Failure Review and set for

"Attendance Violations"

Review for denials in the S1 or S2 column

**<u>4x4 Middle School Sites:</u> Review for denials in the S1, S2, S3, S4 column

-02.03.2021							6
Year :	2021			*			
District :	017			*			
School :	000,00						
Grade :	,-1,00,	01,02,03,0	04,05	,06,0			
Sped :		O Spee	d Onl	y O N	on S	ped	
504 :	O Al	○ 504	Only	O No	n 504	4	
	Dis	trict Violat	ions	(#)			
	🔽 Att	endance \	/iolati	ons (*)			
	Dis	trict Violat	ions	(@)			
As Of Data -	May	× 20	4	2021	¥		

11. Verify High School Credit Courses in Master Schedule Go to Scheduling > Entry > Master Schedule Editor

- Look at all High School credit courses in the Master Schedule to confirm the course(s) are coded properly in the "Honors" column with either an "F" (Full Credit) o
- This step will ensure that all Carnegie credits will appear on the transcript at the end of the school year.

or "P" (Partial Credit).								
HONR	HONR							
F	Р							

IMPORTANT REMINDER: Please make sure you review page 12 of the Pupil Progression Plan to ensure your school site is in compliance with promotion/retention guidelines. See snapshot below.

Schedule	Passing Grades (using	• ** <u>4x4 N</u>	1iddle	Schoo	Site S	Sample Fir	nal Rep	oort Car	d (PS Mail) NI	lumeric Scale
7-Period Schedule	11 of 14	B- C=1.500-2.499 D=1.000-1.499 F=0.000-0.999			F	FINAL REPO	RT CAF	RD		D=65.0 C=75.0 D=67.0 F= 0.0	000- 92.000 000- 84.000 000- 74.000 000- 66.000
8-Period Schedule	13 of 16	STUDENT: SUBJECT	1	SEM1	2	SEM2	3	SEM3 4	SEM4	TEACHER	
9 Period Schedule	15 of 18	01 PE (6,7,8)	100A		95A	FALL TERM CU	RRICULUM				
10 Period Schedule	17 of 20	02 ENGLISH 6 H 03 TV & FILM 6 04 MATH 6 Honors	113A 95A 92B	A A B	90B 77C 78C	B C C					
11 Period Schedule	19 of 22	05 BEGINNING BAND (6-8) 06 SCIENCE 6 H				SPRING TERM C	BAC	M A 93A C 100A	^ ^		
Moves between schools that use 7- Period and 8-Period	12 of 15	06 Social Studies 6 Honors	A: d d l a	Sahaa	l Cito	Comulo F		A 66B C 66D		n	
Moves between schools that use 7- Period and 9-Period	13 of 16	GPA 80 A+3.54 B=2.500-3.499 C=1.500-2.499 D=1.000-1.499 F=0.000-0.999	A B ** 2x8 Middle School Site Sample Final Report Card (PS Ma 1.000-1.49 1.000-1.49 FINAL REPORT CARD							Numeric Scale 93.000-100.000 8=85.000-92.000 C=75.000- 84.001 D=67.000- 74.001 F= 0.000- 66.00	
Moves between schools that use 8-	14 of 17	STUDENT: PRINCIPAL							_	DATE	RADE:
Period and 9-Period		SUBJECT 02 ADV EARTH SCIENCE	1 97A	2 82C	SEM1 B		3 4 1B 82C	SEM2 B		TEACHER	CE
2020-2021 Pupil Progression Plai	<u>n</u>	03 ADV ENGLISH 8 04 PRE LAW I	83C 85B	77C 85B	C B	5	A 89B	AB			
		05 SPANISH I 07 ADV MATH 8-8	97A 100A	85B 99A	A		B 89B	B			1.0
12. Assign SBLC (Retentio	on) Codes	08 PHYSICAL ED 6-8 09 ADV SOC STUD 8	92B 75C	78C 82C	B		B 80C	B			

12. <u>Assign SBLC (Retention) Codes</u>

The SBLC code on student master is used to identify students as retained, or going to summer school, or other conditions. Entry Date

- A blank SBLC code means the student is being promoted.
- Use the SBLC Code Loader or SBLC Code column on Student Master to mark students as "Retained".
- These SBLC codes and text print on the final report card and on cumulative history labels.
- Fastest way to do this for multiple students: Use the SBLC Code Loader
 - Go to Student Master > Loaders > SBLC Code Loader
 - Click to place an asterisk for students to be retained, then select the SBLC code on the right.



To load a SBLC Code to a single student

 Go to the student's Student Master screen > click in the SBLC on the right > select a SBLC Code, then click the Save button.

Important Note: All students with a SBLC retention code will be captured/updated in the May 28th rollover.

Save

13. ____ Print Retained List for School Administration Review Go to Grades > Lists > Retained Promoted List.

In this step, the school prints a list of retained students for the school administrator to review.

- At the setup, set for all grades, "Retained", and place a check for "Show Number of Times repeated".
- The report will show the list of students marked retained and a column showing the number of times in the student enrollment history that the student was retained.
- Print and ask School Administrator to review and approve.

Country Entry :		
SBLC Code :	F	
School :		
District :	017	~
Year :	2021	~



IMPORTANT NOTE: Please thoroughly read and follow the Final Report Card steps below. School sites must follow these steps for district report card printing.



- Save report card files as a PDF file (print two copies to keep at school site for documentation purposes & email file to the SIS Team for Final Report Card printing)
- VERY IMPORTANT: SCHOOL MUST VERIFY ALL REPORT CARDS TO MAKE SURE NO GRADES ARE MISSING FOR STUDENTS

 Save PDI (i.e. Fina) Email Fin make sur instruction **<u>Subject Lines</u> (i.e. Secure Fina) 	F file under the foll I Report Card 2021 al Report Card PDF re you use the exact ons at the end of p Secure Final Report Card 2022	owing: Final Report Ca Broadmoor Middle So file to the SIS Team (<u>s</u> t verbiage given below acket) rt Card 2021 School Na 1 Broadmoor Middle S	ard 2021 School Name chool 015) isteam@ebrschools.o v in the subject line to ame Site # ichool 015) cc secure Final Repor	e Site # rg): VERY IMPOF secure the file. (s SIS Team × t Card 2021 Broadmoor Middle 015	RTANT – Please see additional
Use the followi	**Mus	t be emailed by s	9:00 am Friday, I	May 21 ^{st**}	
- Options		/101137			
Type to Print :	Final Report Card (PS 💌	Order Courses by :	Class Period Order	Type to Print :	Final Report Card (PS V
HS Grading Period :	4	Elem Grading Period :	4	HS Grading Period :	Final Report Card
	Show School Name		V Show Grading Scale		Progress Report
	Show Address Line		Round Grading Scale		Final Report Card (PS Mail)
	V Show Homeroom Teacher		Show Comments	1	Construction of the second
	Show Counselor		📝 Show Comment Assessment		
	V Show Advisor		V Show Current Year EOC Scores		
	Show Team		Show All Highest EOC Scores		
	V Highlight Course Lines		V Show Class Period		
	Show Active Courses Only		📝 Use Long Course Name		
	Show F (non-numeric) on policy f	ailure Default Language :	en English 🗸		
	Show Fees		Use Watermark		
			V Print To DAS		
Top Margin Spacing	~	Optional Title :			
SBLC Description :	Single Line O Multi Line	Non Grades			
Address=PS Mail Return Address	Central Office O School	Display the below items			
		From : Aug v 10 v 20	20 💌 🖪		
	Show Guardian Signature	Thru: May 💙 20 💙 20	21 💌 🖃		
	Show Principal Signature	Skin Absence			
	Ilse Signature Images	Codes : 01,02,03,04,06,07,10,11,	1		
	Principal's Mossago	Absentee Detail	Absentee C	ourse	Absentee Summary
	r micipal s Message	Discipline			
		- GPA options			
		📝 Display GPA Line			
		Display Current Year	Cumm GPA	*	

14. ____ Dropping Students - End of Year

• All drops and gains are done on the first day of the next school year (8/11/2021).

Entry Date : Leave Date :	E1 08/11/2021 L2 08/11/2021	
Country Entry :		
SBLC Code :		
School :	097	
District :	017	*
Year :	2122	~

15. ____ Grading Period Lock

 Grading Periods in GradeBook will be LOCKED by the district office on May 21st at the close of business day to preserve the integrity of the assignment records.

16. ____ Print and Check 8th Grade Transcripts

Go to Transcripts > Entry > Transcript Workstation > Print Multiple

If the middle school students take Carnegie Unit courses, print Transcripts to verify these courses are correct.

- In Transcript Workstation setup, set to grade 8 and "Official".
 - Check off "Current Year Grades".
- Use the **Print Multiple** button to print Transcripts to be checked for Carnegie unit credits earned in Middle School.
 - Only students with Carnegie Unit credit courses will print out.



Once the above steps have been completed and initialed by the person who completed each task, please have your principal sign, scan and email this document to the following address <u>sisteam@ebrschools.org</u> and TBrazier@ebrschools.org

Principal Name	Principal Signature	
Counselor Name	Counselor Signature	
School Location Name & Number	Date	