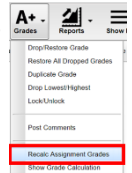


End of Year Checklist – Middle Schools 2020-2021

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

- Principal communicates deadline for all assignments to be in WebGradeBook via emails, websites, or other means. Make sure teachers **“Recalculate Assign Grades”** before you begin process.
- 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**

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

- Use this report to check for missing grading period (**P1, P2, P3, P4**) grades. **Reminder:** 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 Middle School Sites: Select P1, P2, P3, P4, S1, S2, S3

Value	Description
<input checked="" type="checkbox"/>	P1 1st Nine Weeks (4x4 Semester 1)
<input checked="" type="checkbox"/>	P2 2nd Nine Weeks (4x4 Semester 2)
<input checked="" type="checkbox"/>	P3 3rd Nine Weeks (4x4 Semester 3)
<input checked="" type="checkbox"/>	P4 4th Nine Weeks (4x4 Semester 4)
<input type="checkbox"/>	E1 1st Sem Exam
<input type="checkbox"/>	E2 2nd Sem Exam
<input type="checkbox"/>	E3 3rd Sem Exam
<input type="checkbox"/>	E4 4th Sem Exam
<input checked="" type="checkbox"/>	S1 4x4 Semester 1
<input checked="" type="checkbox"/>	S2 4x4 Semester 2
<input checked="" type="checkbox"/>	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.**

FINAL REPORT CARD			
SUBJECT	1	2	SEM1
06 PHYSICAL EDUCATION	48F	7F	F
			3 4 SEM2
			48I 60F I

Teacher must remove the “I” grade to have the report card grade to post CORRECTLY.



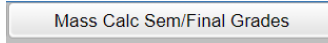
4. ___ District Test Coordinator - Import EOC Scores

- 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. ___ Calculate Semester Averages (COMPLETE MORE THAN ONCE)

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

Go to Grades > Lists > Report Cards



- 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 S1, S2, S3, S4**

Value	Description
<input checked="" type="checkbox"/> S1	4x4 Semester 1
<input checked="" type="checkbox"/> S2	4x4 Semester 2
<input checked="" type="checkbox"/> S3	4x4 Semester 3
<input checked="" type="checkbox"/> S4	4x4 Semester 4

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

- 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.

7. ___ Print Grade Sheets (COMPLETE MORE THAN ONCE)

Go to Grades > Lists > Grade Sheets

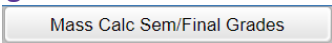
- Print grade sheets for the teacher to review and sign for accuracy. Fixes and corrections are made as a result of any feedback from the teacher.

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.

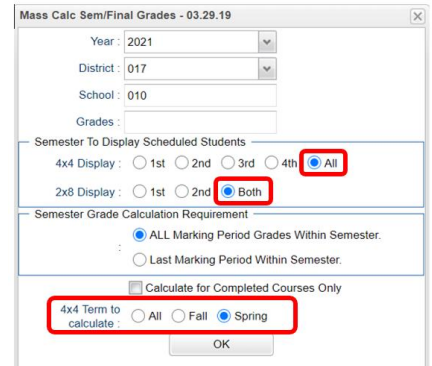
8. Repeat Mass Calculate Semester Averages

Go to Grades > Lists > Report Cards.



At the bottom, click Mass Calculate Sem/Final Averages.

Due to updates to averages based on feedback from Teachers and Grade Sheets, a repeat of calculating semester averages is performed as in step #5.



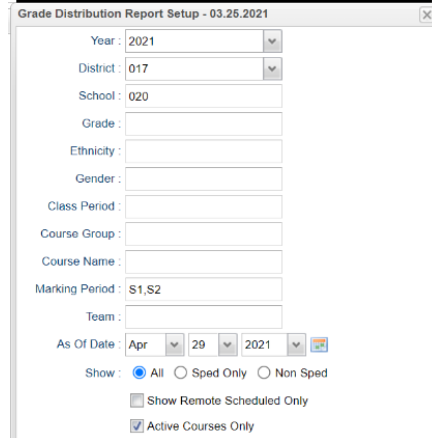
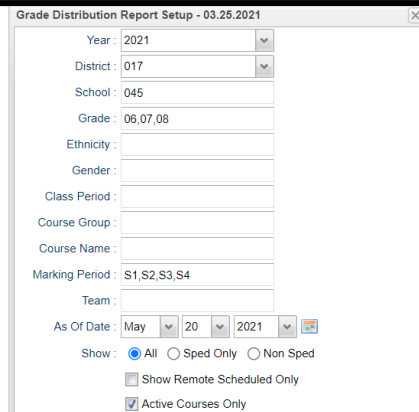
9. Identify Students with Failing Final Grades for Possible Retention

Go to Grades > Count > Grade Distribution Report

- 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.

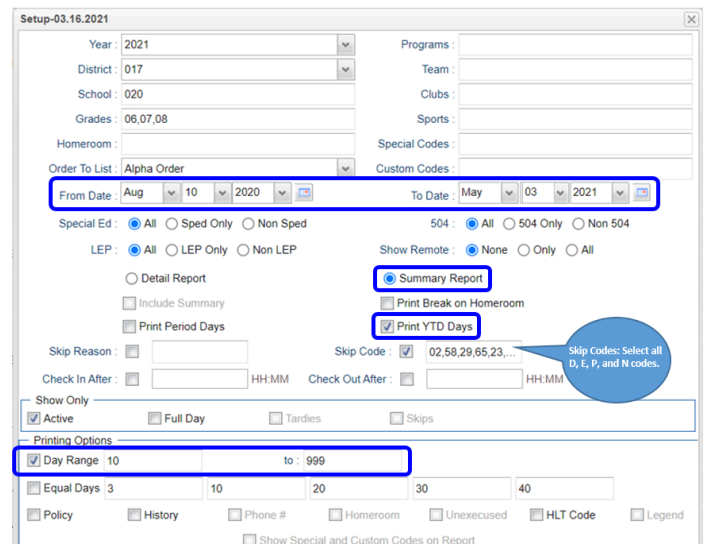
2x8 Middle Sites: Select P1, P2, P3, P4, S1

**4x4 Middle School Sites: Select S1, S2, S3, S4



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.



****Preferred method of posting Attendance Failures from meeting with CWA Attendance Supervisor****

For students denied an Extenuating Circumstance, the manual way to post an attendance failure will be done in **Post Grades by Student**. **Go to Grades > Entry > Post Grades by Student**

Task: Manually add asterisk (*) to students denied Extenuating Circumstances (listing provided by CWA Attendance Supervisor) resulting in attendance failure.

JCampus Program: Post Grades by Student (Report Card Mode)

See **BEFORE** example:

	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 A		4 a

Step 1: Click inside the “P2” column for the attendance failure course. Then, replace the letter grade with an asterisk (*).

Note: 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.

Step 2: Click inside the “P4” column for the attendance failure course. Then, replace the letter grade with an asterisk (*).

Note: 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.

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:

	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*

4x4 Middle School Sites: Denied Extenuating Circumstances for courses (Periods 5-8) taken in the spring.

Course	Section	PD	P1	E1	S1	P2	E2	S2	F1	P3	E3	S3	P4	E4	S4
SCIENCE 7 H	045602	05								79 C*		2 f*	77 C*		2 f*

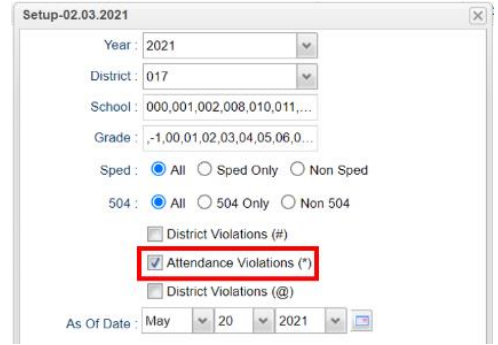
4x4 Middle School Sites: Denied Extenuating Circumstances for courses (Periods 1-4) taken in the fall.

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

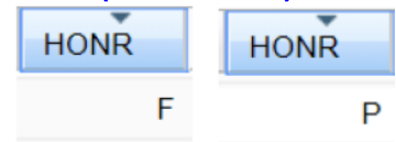
****4x4 Middle School Sites:** Review for denials in the S1, S2, S3, S4 column



11. Verify High School Credit Courses in Master Schedule

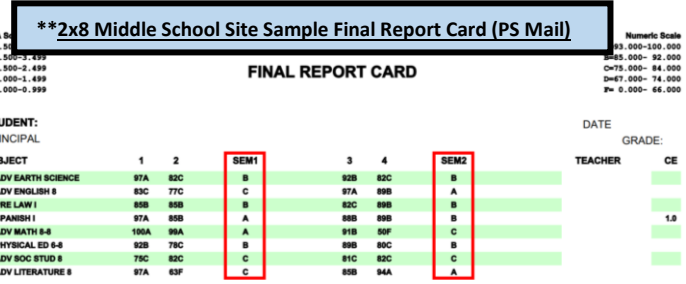
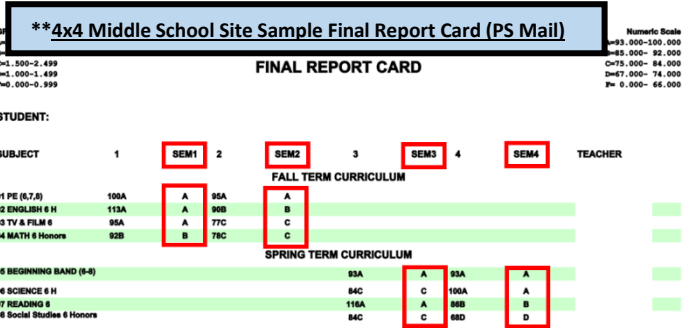
Go to **Scheduling > Entry > Master Schedule Editor**

- 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) or "P" (Partial Credit).
- This step will ensure that all Carnegie credits will appear on the transcript at the end of the school year.



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 semester grades)
7-Period Schedule	11 of 14
8-Period Schedule	13 of 16
9 Period Schedule	15 of 18
10 Period Schedule	17 of 20
11 Period Schedule	19 of 22
Moves between schools that use 7-Period and 8-Period	12 of 15
Moves between schools that use 7-Period and 9-Period	13 of 16
Moves between schools that use 8-Period and 9-Period	14 of 17

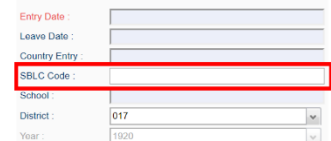


[2020-2021 Pupil Progression Plan](#)

12. 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.

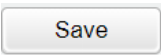
- A blank SBLC code means the student is being promoted.
- Use the **SBLC Code Loader** or **SBLC Code** column on Student Master to mark students as "Retained".
- These SBLC codes and text print on the final report card and on cumulative history labels.
- Fastest way to do this for multiple students: 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.



Leave Date :
 Country Entry :
SBLC Code :
 School :
 District :
 Year :

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.

Setup-07.16.2020

Year : 2021
 District : 017
 School : 035
 Grade : 06,07,08
 Ethnic :
 Gender :
 Special Codes :
 Program :
 Team :
 SBLC :
 Order To List : Alpha Order
 As Of Date : May 20 2021
 Show : Both Retained Promoted
 Sped : All Sped Only Non Sped
 LEP : All LEP Only Non LEP
 Show Number of Times repeated

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

14. ___ Print Final Report Cards

Go to Grades > Lists > Report Card.

- Printing Final Report cards is similar to other times in the year with the exception of the following:
- Set Type to **"Final Report Card PS Mail"**
- Set option to Show EOC scores if EOC courses are taught at the Middle School.
- Be sure to click the **"Update GPA"** and **"Mass Calc Sem/Final Grades"** button prior to printing.

Type to Print : Final Report Card (PS ...
 Report Card
 Final Report Card
 Progress Report
 Report Card (PS Mail)
Final Report Card (PS Mail)



2x8 Middle School Sites: Update GPA Setup box.

Year : 2021
 District : 017
 School : 020
 Grade : 06,07,08
 Marking Period : P1,P2,P3,P4,S1,S2
 Calculate marking period gpa by course credit
 Include incomplete grades in gpa calculation
 Do not create gpa on incomplete grades
 Use active courses only

****4x4 Middle School Sites: Select S1, S2, S3, S4**

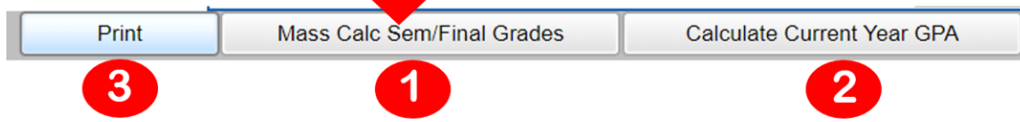
Year : 2021
 District : 017
 School : 045
 Grade : 06,07,08
 Marking Period : P1,P2,P3,P4,S1,S2,S3,S4
 Calculate marking period gpa by course credit
 Include incomplete grades in gpa calculation
 Do not create gpa on incomplete grades
 Use active courses only

Mass Calc Sem/Final Grades

Mass Calc Sem/Final Grades - 03.29.19

Year : 2021
 District : 017
 School : 010
 Grades :
 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
 Calculate for Completed Courses Only
 4x4 Term to calculate : All Fall Spring
 OK

MIDDLE & HIGH SCHOOLS ONLY!



- 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 PDF file under the following: **Final Report Card 2021 School Name Site #**
(i.e. **Final Report Card 2021 Broadmoor Middle School 015**)
- Email Final Report Card PDF file to the SIS Team (sisteam@ebschools.org): **VERY IMPORTANT** – Please make sure you use the exact verbiage given below in the subject line to secure the file. (see additional instructions at the end of packet)

****Subject Line:** Secure Final Report Card 2021 School Name Site #
(i.e. **Secure Final Report Card 2021 Broadmoor Middle School 015**)

****Must be emailed by 9:00 am Friday, May 21st****

Use the following setup screen options:

14. Dropping Students - End of Year

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

15. Grading Period Lock

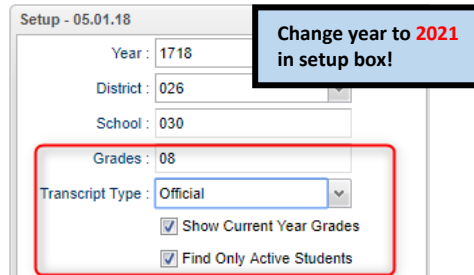
- Grading Periods in GradeBook will be **LOCKED** by the district office on **May 21st** at the close of business day to preserve the integrity of the assignment records.

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 sisteam@ebschools.org and TBrazier@ebschools.org

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