# EAST BATON ROUGE PARISH SCHOOL SYSTEM

## End of Year Checklist – Elementary Schools 2020-2021

Below is a checklist of procedures associated with closing of a school year for elementary 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…
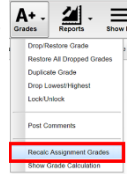
**2. ____ Check for Missing Grades (COMPLETE MORE THAN ONCE)**

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*

- Use this report to check for missing grading period **(P1, P2, P3, P4)** grades. **Reminder:** A missing grading period average will result in issues with determining promotion/retention.
- Students with missing marking period averages will be displayed with grading period columns on the right.
- **What do I do if there is a missing marking period 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 keep updates.
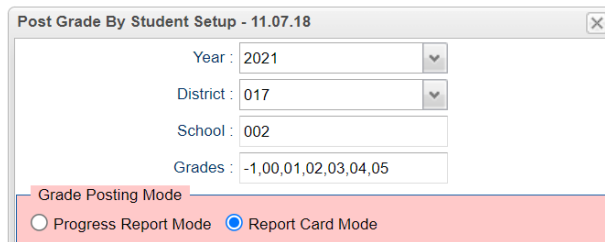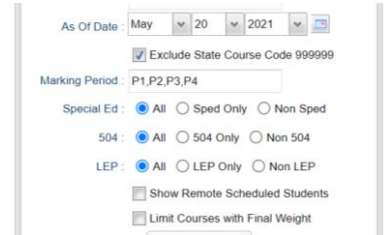
**3. ____ Incomplete Grade Audit (COMPLETE MORE THAN ONCE)**

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 click "Save" and "Recalculate Assign Grades", the average is updated. **This will result in an accurate calculation of the grading period average.**
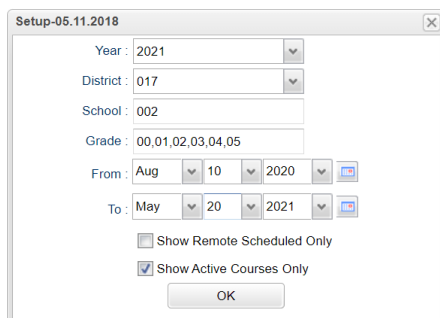
**4.** _____ **Print** Grade Sheets (COMPLETE MORE THAN ONCE)

       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.

**5.** _____ **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 **"P1, P2, P3, P4"**, 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.

**6.** _____ **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. 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 provide by CWA Attendance Supervisor) resulting in attendance failure.
**JCampus Program:** Post Grades by Student (Report Card Mode)

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 **P1, P2, P3, P4** column



-----------------------------------------------------------------------------------------------------------------------

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

2020-2021 Pupil Progression Plan

**7. ___ 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.

**8. ___ 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.

**9. ___ Print Final Report Cards**

| Type to Print : | Final Report Card ▾ |
| --- | --- |
| | Report Card |
| | **Final 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"**.
- Be sure to click the **"Update GPA"** button prior to printing.
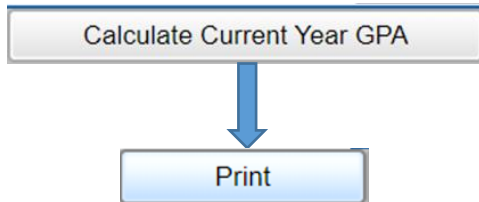
**Grades GPA Calculation Setup - 01.10.19** ✕

| Year : | 2021 |
| --- | --- |
| District : | 017 |
| School : | 002 |
| Grade : | 00,01,02,03,04,05 |
| Marking Period : | P1,P2,P3,P4 |

☐ Calculate marking period gpa by course credit
☐ Include incomplete grades in gpa calculation
☐ Do not create gpa on incomplete grades
☐ Use active courses only

[ Calculate Current Year GPA ]

⬇

[ Print ]

- Save report card files as a PDF file *(print **two** copies to keep at school site for documentation purposes: 1. Place in a binder at school site; 2. Place copy in student CUM folder)*
- <span style="color:red">**VERY IMPORTANT: SCHOOL MUST VERIFY ALL REPORT CARDS TO MAKE SURE NO GRADES ARE MISSING FOR STUDENTS**</span>

**\*\*PLEASE FOLLOW PAST PROCEDURES FOR <u>SCHOOL DISTRIBUTION</u> OF FINAL REPORT CARDS ON LAST DAY OF SCHOOL\*\***

**Use the following setup screen options:**

Options

| Type to Print : | Final Report Card ▾ | Order Courses by : | Class Period Order ▾ |
| --- | --- | --- | --- |
| HS Grading Period : | 4 ▾ | Elem Grading Period : | 4 ▾ |

☑ Show School Name  ☑ Show Grading Scale
☑ Show Address Line  ☐ Round Grading Scale
☑ Show Homeroom Teacher  ☑ Show Comments
☑ Show Counselor  ☑ Show Comment Assessment
☑ Show Advisor  ☑ Show Current Year EOC Scores
☐ Show Team  ☐ Show All Highest EOC Scores
☑ Highlight Course Lines  ☑ Show Class Period
☑ Show Active Courses Only  ☑ Use Long Course Name
☑ Show F (non-numeric) on policy failure  Default Language : en English ▾
☐ Show Fees  ☐ Use Watermark

| Default Language : | en English ▾ |
| --- | --- |
| Top Margin Spacing : | ▾ |
| SBLC Description : | ⦿ Single Line  ○ Multi Line |
| Address=PS Mail Return Address : | ○ Central Office  ⦿ School |

☑ Print To DAS
Optional Title : [ ]

☑ Show Guardian Signature
☑ Show Principal Signature
☑ Use Signature Images
[ Principal`s Message ]

Type to Print : Final Report Card ▾
Report Card
**Final Report Card**

Non Grades
Display the below items

| From : | Aug ▾ | 10 ▾ | 2020 ▾ | 📅 |
| --- | --- | --- | --- | --- |
| Thru : | May ▾ | 20 ▾ | 2021 ▾ | 📅 |
| Skip Absence Codes : | 01,02,03,04,06,07,10,11,1... | | | |

☐ Absentee Detail  ☐ Absentee Course  ☑ Absentee Summary
☐ Discipline

GPA options
☑ Display GPA Line
☐ Display Current Year Cumm GPA  [ ▾ ]

**10. ___ Dropping Students - End of Year**
- All drops and gains are done on the <span style="color:red">**first day of the next school year (8/11/2021)**</span>.

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

**11.** \_\_\_\_ <span style="color:purple">**Grading Period Lock**</span>
- Grading Periods in GradeBook will be <span style="color:red">**LOCKED**</span> by the district office on <span style="color:red">**May 21$^{st}$**</span> at the close of business day to preserve the integrity of the assignment records.

<mark>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@ebrschools.org and TBrazier@ebrschools.org</mark>

| | |
|---|---|
| _____ | _____ |
| **Principal Name** | **Principal Signature** |
| _____ | _____ |
| **Counselor Name** | **Counselor Signature** |
| _____ | _____ |
| **School Location Name & Number** | **Date** |