# EAST BATON ROUGE PARISH SCHOOL SYSTEM

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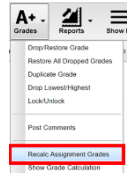
2. ___ Check for Missing Grades (COMPLETE MORE THAN ONCE)

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 grading period columns on the right.
- This report is also good to check for missing semester averages **after calculating semester grades**. See step #6.

**4x4 Middle School Sites: Select P1, P2, P3, P4, S1, S2, S3

	Value	Description
☑	P1	1st Nine Weeks (4x4 Semester 1)
☑	P2	2nd Nine Weeks (4x4 Semester 2)
☑	P3	3rd Nine Weeks (4x4 Semester 3)
☑	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
☑	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 clicks "Save", the average is updated. **This will result in an accurate calculation of the semester average.**

FINAL REPORT CARD

SUBJECT	1	2	SEM1	3	4	SEM2	TEACHER	CE
06 PHYSICAL EDUCATION	48F	7F	F	46I	60F	I		

DATE 05/04/2021
GRADE: 08

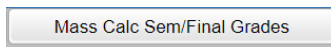Teacher must remove the "I" grade to have the report card grade to post CORRECTLY.

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.
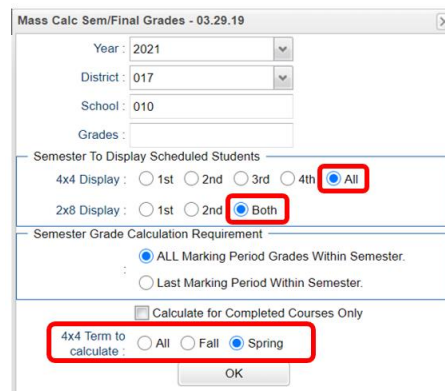
5. **___ Calculate Semester Averages (COMPLETE MORE THAN ONCE)**
Run an initial calculation of semester averages to review and check.
   ==Go to *Grades > Lists > Report Cards*== | Mass Calc Sem/Final Grades |
   - Click the **Mass Calc Sem/Final Averages** button at the bottom.
   - Set grade level for grades that use the gradebook.
   - *If system is running slow, process one grade level at a time.*
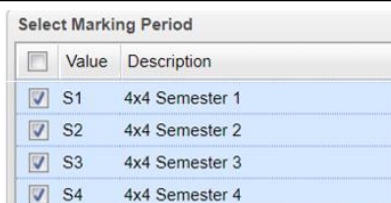
Mass Calc Sem/Final Grades - 03.29.19

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

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.
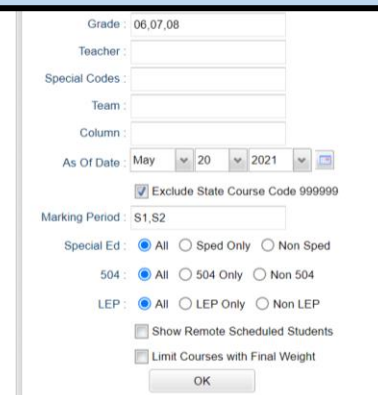   **Missing Grades Audit** ➔ ==Go to *Grades > Entry > Missing Grades Audit*==

   - Using the Missing Grades Audit, check that students have a semester grade in all courses that are needed.
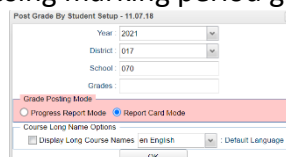
   2x8 Middle Sites: Select P1, P2, P3, P4, S1

Grade : 06,07,08
Teacher :
Special Codes :
Team :
Column :
As Of Date : May ▼ 20 ▼ 2021 ▼
☑ Exclude State Course Code 999999
Marking Period : S1,S2
Special Ed : ● All ○ Sped Only ○ Non Sped
504 : ● All ○ 504 Only ○ Non 504
LEP : ● All ○ LEP Only ○ Non LEP
☐ Show Remote Scheduled Students
☐ Limit Courses with Final Weight
OK

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

Select Marking Period

☐	Value	Description
☑	S1	4x4 Semester 1
☑	S2	4x4 Semester 2
☑	S3	4x4 Semester 3
☑	S4	4x4 Semester 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.
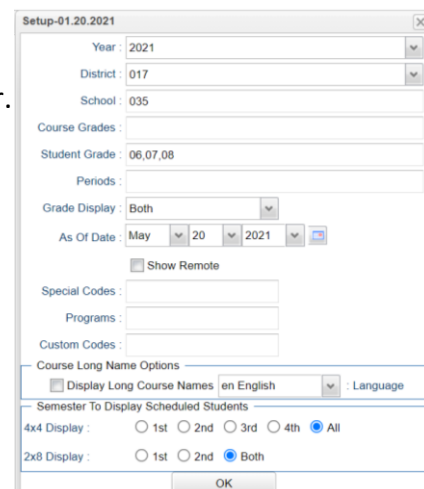
Post Grade By Student Setup - 11.07.18
Year : 2021
District : 017
School : 070
Grades :
— Grade Posting Mode —
○ Progress Report Mode ● Report Card Mode
— Course Long Name Options —
☐ Display Long Course Names en English ▼ : Default Language
OK

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.
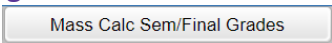   Fixes and corrections are made as a result of any feedback from the teacher.

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

Year : 2021
District : 017
School : 035
Course Grades :
Student Grade : 06,07,08
Periods :
Grade Display : Both
As Of Date : May ▼ 20 ▼ 2021 ▼
☐ Show Remote
Special Codes :
Programs :
Custom Codes :
— 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

8. ___ **Repeat Mass Calculate Semester Averages**
Go to *Grades > Lists > Report Cards*.   Mass Calc Sem/Final Grades
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.
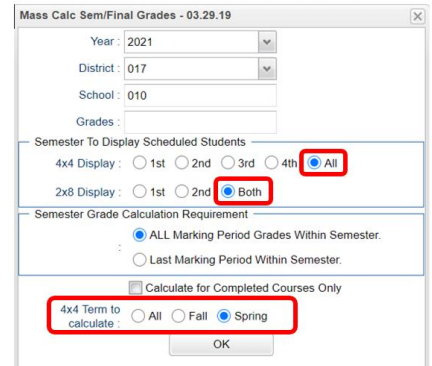
**9.** ___ **Identify Students with Failing Final Grades for Possible Retention**
Go to *Grades > Count > Grade Distribution Report*
- Use the Grade Distribution Report to obtain lists of students that
  have failed courses for the year.
  - Set the report to search for **"S1 and S2"; "Nine Weeks Semester 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.

**4x4 Middle School Sites: Select S1, S2, S3, S4
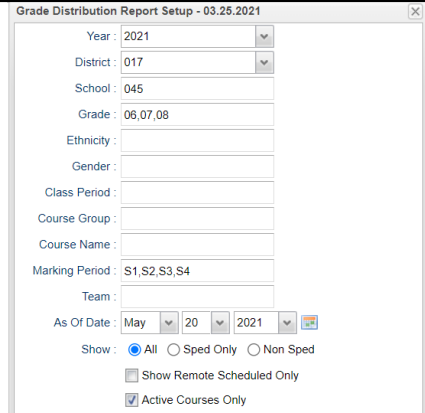
2x8 Middle Sites: Select P1, P2, P3, P4, S1
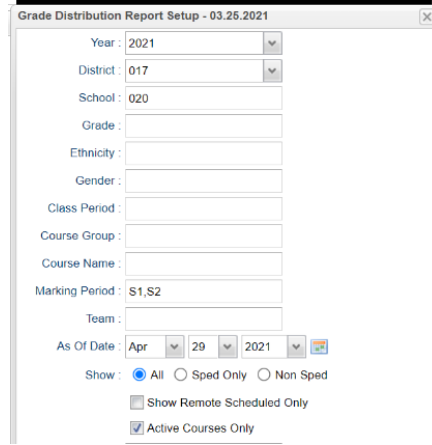
10. ___ **Identify Students to be Possibly Retained due to High Absenteeism (MUST CONFIRM THIS STEP
WITH CWA ATTENDANCE SUPERVISOR AND PRINCIPAL!) Go to *Attendance > Lists > Daily Absentee List***

- 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.
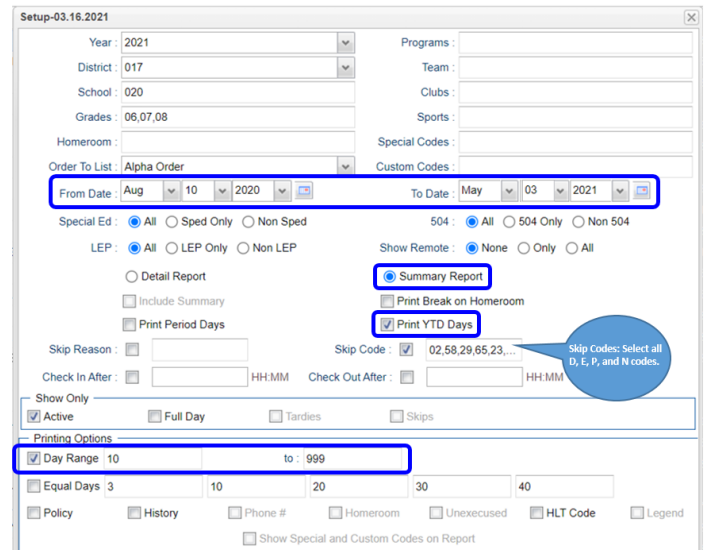
Preferred method of posting Attendance Failures from meeting with CWA Attendance Supervisor
For students denied an Extenuating Circumstance, the manual way to post an attendance failure will be done in **Post Grades by Student**. **Go to *Grades > Entry > Post Grades by Student***
Task: Manually add 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.

[Save]

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.

[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:

	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**

Setup-02.03.2021

Year : 2021
District : 017
School : 000,001,002,008,010,011,...
Grade : ,-1,00,01,02,03,04,05,06,0...
Sped : ● All ○ Sped Only ○ Non Sped
504 : ● All ○ 504 Only ○ Non 504
☐ District Violations (#)
☑ Attendance Violations (*)
☐ District Violations (@)
As Of Date : May ▾ 20 ▾ 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)** or **"P" (Partial Credit)**.
- This step will ensure that all Carnegie credits will appear on the transcript at the end of the school year.

HONR
F

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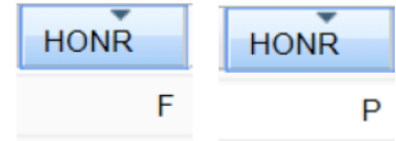
> **IMPORTANT REMINDER:** Please make sure you review page 12 of the Pupil Progression Plan to ensure your school site is in compliance with promotion/retention guidelines. **See snapshot below.**

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

> ****4x4 Middle School Site Sample Final Report Card (PS Mail)**
>
> FINAL REPORT CARD

> ****2x8 Middle School Site Sample Final Report Card (PS Mail)**
>
> FINAL REPORT CARD

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.

Entry Date :
Leave Date :
Country Entry :
SBLC Code :
School :
District : 017
Year : 1920

- **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.
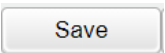
Leave Date :	
Country Entry :	
SBLC Code :	F
School :	
District :	017
Year :	2021

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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.

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

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.

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

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!

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

Print	Mass Calc Sem/Final Grades	Calculate Current Year GPA
3	1	2
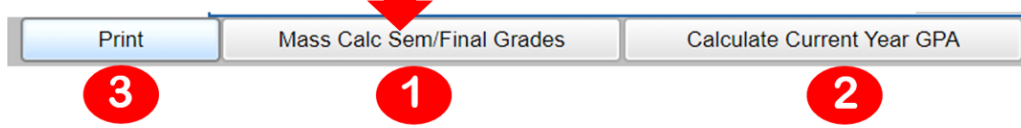
- Save report card files as a PDF file *(print two copies to keep at school site for documentation purposes & submit file to the SIS Team for Final Report Card printing)*
- **VERY IMPORTANT: SCHOOL MUST VERIFY ALL REPORT CARDS TO MAKE SURE NO GRADES ARE MISSING FOR STUDENTS**

- **Save PDF file under the following: Final Report Card 2021 School Name Site #**
  (i.e. Final Report Card 2021 Broadmoor Middle School 015)
- **Please submit ALL three required items for district clearance** (Final Report Card PDF File, JCampus Middle School EOY Guide, and Report Card Printing Checklist) to the 2020-2021 District Clearance for Report Card Printing Submission Portal

If you have any issues submitting the three required items (Report Card File, JCampus EOY Guide, and Report Card Checklist) to the portal, see guidance below to securely email the required items.
- Email Final Report Card PDF file to the SIS Team (*sisteam@ebrschools.org*): <mark>**VERY IMPORTANT**</mark> – 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)**

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

| To | + ST SIS Team ✕ |

| Cc | |

SECURE Final Report Card 2021 Broadmoor Middle 015

EMAIL SETUP EXAMPLE

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

<mark>Use the following setup screen options:</mark>

Options

| Type to Print : | Final Report Card (PS ...) | | Order Courses by : | Class Period Order | | Type to Print : | Final Report Card (PS ...) |

| HS Grading Period : | 4 | | Elem Grading Period : | 4 | | HS Grading Period : | |

Report Card
Final Report Card
Progress Report
Report Card (PS Mail)
Final Report Card (PS Mail)

☑ 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
                             ☑ Print To DAS

Top Margin Spacing :   Optional Title :

SBLC Description : ⦿ Single Line ○ Multi Line

Address=PS Mail Return Address : ○ Central Office ⦿ School

☑ Show Guardian Signature

☑ Show Principal Signature

☑ Use Signature Images

Principal`s Message

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

15. ___ Dropping Students - End of Year
- All drops and gains are done on the **first day of the next school year (8/11/2021)**.

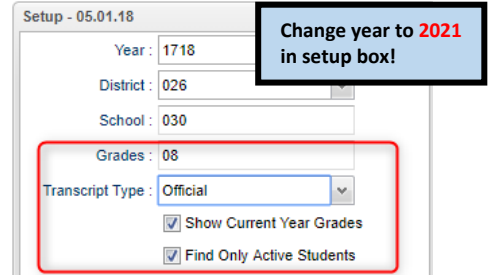| Entry Date : | E1 08/11/2021 |
Leave Date :	L2 08/11/2021
Country Entry :	
SBLC Code :	
School :	097
District :	017
Year :	2122

16. ___ 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.

17. ___ Print and Check 8ᵗʰ Grade Transcripts

<mark>Go to *Transcripts > Entry > Transcript Workstation > Print Multiple*</mark>

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.

Setup - 05.01.18
Year : 1718
District : 026
School : 030
Grades : 08
Transcript Type : Official
☑ Show Current Year Grades
☑ Find Only Active Students

Change year to 2021 in setup box!

<mark>Once the above steps have been completed and initialed by the person who completed each task, please have your principal sign, scan and submit <u>ALL three</u> required items for district clearance (Final Report Card PDF File, JCampus Middle School EOY Guide, and Report Card Printing Checklist) to the 2020-2021 District Clearance for Report Card Printing Submission Portal.</mark>

<mark>If you have any issues submitting to the portal, please scan and email **ALL three required items for district clearance (Final Report Card PDF File, JCampus Middle School EOY Guide, and Report Card Printing Checklist)** to the following address sisteam@ebrschools.org</mark>

_____   _____

Principal Name   **Principal Signature**

_____   _____

Counselor Name   **Counselor Signature**

_____   _____

School Location Name & Number   **Date**