

## End of Year Guide – High School 9<sup>th</sup> – 11<sup>th</sup> Grade 2020-2021

Below are procedures to guide with the closing of the academic school year 9<sup>th</sup> -11<sup>th</sup> grade. The individual completing each task **MUST** supply initials on the provided line to signify the task has been completed.

**PLEASE Note: Some steps below are repeated depending upon the feedback or other circumstances.**

### 1. Grades Deadline for Teachers

- Principals **MUST** ensure final grades are submitted according to district implemented **DEADLINE**.

### 2. Enter Final Averages for Virtual or "Off Campus" Courses

For virtual courses, or other types of courses where the student is given a final for a course typically taught away from school (i.e., community college, technical college, university), enter the final average of the course.

- For 2x8 schools: Go to **Grades > Entry > Post Grades Master** (work with a class of students) OR **Post Grades by Student** (work with a single student) in "Progress Report" mode.
  - **Post Grades Master:** Select 12 as the grade level, then select "Progress Report" Mode. On the bottom, locate teacher/class. Enter grades in the **S1** or **S2** cell, and then click the **SAVE** icon at top.
  - **Post Grades by Student:** Set for **Progress Report Mode**. Locate the student's name and enter grade(s) earned in **S1** or **S2** or **both semesters**, and then click the **SAVE** icon.
- For 4x4 schools: Go to **Grades > Entry > Post Grades Master** (work with a class of students) OR **Post Grades by Student** (work with a single student) in "Progress Report" mode.
  - **Post Grades Master:** Select 12 as the grade level, then select "Progress Report" Mode. On the bottom, locate teacher/class. Enter grades in the **S3** or **S4** cell, and then click the **SAVE** icon at top.
  - **Post Grades by Student:** Set for **Progress Report Mode**. Locate the student's name and enter grade(s) earned in **S3** or **S4** or **both semesters**, and then click the **SAVE** icon.

**NOTE:** Both 2x8 and 4x4 schools: If a course a student has earned credit for is **NOT** in the Master Schedule, manually enter the course name and semester grade under the correct column (S1 or S2)

- Go to **Transcripts > Entry > Transcript Workstation**.

### 3. Review and Update Codes related to Diploma Pathways and Career Options

For the State Transcript System (STS), update Student Master Special Codes related to diploma pathways. Then update the Career Options codes on the IGP Screen of Student Master.

Student Master Special Code for Diploma Path	IGP Related Information
CTU: TU TOPS University Diploma (Begin use for graduates of 2017-18)	No Career Option required
CCA: CA TOPS Tech Jumpstart Career Diploma (Begin use for graduates of 2017-18)	Career Option required. (Select from R, S, or T codes)
CIA: LI TOPS Tech Jumpstart Career Diploma alternate pathway for students assessed on	No Career Option required.
CND: ND Not Declared. (Optional use only for grade 09)	No Career Option required.
COA: Certificate of Achievement (Local code used to identify student earning Cert of Achievement and keep out of ranking)	Not Applicable. Local code only. Not reported to state.

- Go to **Student Master > Loaders > Special Code Loader**.
  - Set for one grade level at a time.

- Use for Diploma Path, Consent, FASFA, TRA, ACS Act 833 5%, etc....
- Click **SAVE** to capture the special codes on students' records

#### Fastest Way to Update Career Options codes for CCA (Tops Tech Jump Start):

- Go to **Student Master > Loaders > Career Loader**
- Set Special Codes to CCA. A career option is required for all students coded as CCA.

#### Fastest Way to Check Diploma Paths, Career Paths, IBC's and other areas:

- Go to **Transcripts > Lists > Carnegie Units Earned**.
- Set grade level and columns to verify certain academic requirements for students. (ex: test scores, Sped, PII, diploma pathway, career options, etc.)

#### Update Special Codes Related to Privacy in STS

- **CON:** Consent to share PII (STS data shared to LOSFA - TOPS)
- **DNC:** Do not consent to share PII (STS data not shared to LOSFA - TOPS)
- **Blank:** Do not consent to share PII (STS data not shared to LOSFA - TOPS)

#### Update Act 833 Special Code if Needed

- This code is assigned based upon the student's IEP.
- Special Code "**ACS: Act 833 EOC Alternate 5% Scale**"  
(Used to identify Act 833 students to ensure 5% calculation on EOC AND handle Y/N of passage of tests for graduation).
- Special Code "**AC8: Act 833 Student**"  
(Used to identify Act 833 students to handle of Y/N of passage of tests for graduation).

#### Update State Student Information System (SIS) Additional Path Codes

- **OM2:** Op5 Non-Diploma School/Program
- **OM3:** Op6 Connections Pathway (only grade 8)
- **OM4:** Op7 Skills Certificate after Connections Pathway
- **OM5:** Op8 Pursuing GED-HI Set after Connections Process
- **TRA:** Used to identify students classified as Transitional 9<sup>th</sup> Graders ("T9").

### 4. Check for Missing Grades

• **Missing Grades Audit:** Go to **Grades > Entry > Missing Grades Audit**. Set for grade level and select all grading periods.

- This report is also good to check for missing final averages **after** calculating final averages.

The Marking Periods should appear next.

#### For 2x8 schools:

Select Marking Period	
Value	Description
<input type="checkbox"/>	P1 1st Nine Weeks
<input type="checkbox"/>	P2 2nd Nine Weeks
<input type="checkbox"/>	P3 3rd Nine Weeks
<input type="checkbox"/>	P4 4th Nine Weeks
<input type="checkbox"/>	E1 1st Sem Exam
<input type="checkbox"/>	E2 2nd Sem Exam
<input type="checkbox"/>	S1 Nine Weeks Semester 1
<input type="checkbox"/>	S2 Nine Weeks Semester 2
<input type="checkbox"/>	F1 Nine Weeks Final

Select P1, P2, P3, P4, S1, S2

#### For 4x4 schools:

Select Marking Period	
Value	Description
<input type="checkbox"/>	P1 1st Nine Weeks (4x4 Semester 1)
<input type="checkbox"/>	P2 2nd Nine Weeks (4x4 Semester 2)
<input type="checkbox"/>	P3 3rd Nine Weeks (4x4 Semester 3)
<input 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 type="checkbox"/>	S1 4x4 Semester 1
<input type="checkbox"/>	S2 4x4 Semester 2
<input type="checkbox"/>	S3 4x4 Semester 3
<input type="checkbox"/>	S4 4x4 Semester 4
<input type="checkbox"/>	F1 4x4 Fall Final
<input type="checkbox"/>	F2 4x4 Spring Final

Select P1, P2, P3, P4, S1, S2, S3, S4

Setup-02.25.21

Year : 2021

District : 017

School : 001

Grade : 12

Teacher :

Special Codes :

Team :

Column :

As Of Date : Apr 30 2021

Exclude State Course Code 999999

Marking Period :

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

## 5. Incomplete Grade Audit (COMPLETE MORE THAN ONCE)

Go to **Grades > Lists > Incomplete Grades Audit**

- An "I" (incomplete) as a grade for any assignment will result in an "I" appearing as the student's grade for the course.
- The "I" is removed when the teacher replaces the "I" with a valid grade for the assignment. Once the incomplete grade is replaced, the teacher has to click "**SAVE**" and "**RECALCULATE GRADES**" all of which is completed in CLASSROOM.

## 6. Import Testing Scores

Usually LEAP 2025/EOC scores are imported to students' academic records through the Accountability Department; however, there will be times scores will have to be manually entered.

- To enter missing test scores **Grades > Entry > Test Score Editor**

**(\*\*Remember, only one designee per school site will have the credential to make updates in the Test Score Editor. The designee MUST have attended training and submitted a signed "Security Oath".)**

- Setup GRADE LEVEL, TEST type (EOC and/or LEAP) and STUDENT.
- Enter scores accurately, according to the documentation, then click green **SAVE** cell.
- Test exemptions are entered in the same manner as test scores. All tests the student is EXEMPTED has to be noted in JCampus. (ie... a student exempted from all math tests MUST have exempt as the result for Algebra I and Geometry.)

## 7. Use the Carnegie Units Earned Report to screen students for Graduation Requirements and State Reporting

- Go to **Transcripts > Lists > Carnegie Units Earned**.

- Set as below: grades 9<sup>th</sup> – 11<sup>th</sup>, "Filter" for active students only. Click "Ok" to run.

Year : 2021  
District : 017  
School : 001  
Grade : 12  
Gender :  
Ethnic :  
Column :  
Report Title :  
 Show SSN on Reports  
 Show Highest ACT Scores  
 Run Absences  
 Run Transcript  
 Show IBC Description  
Current Year :  Projected  Earned  
 Use final grades only  
LEAP/EOC :  LEAP 2025  EOC  Both  
Reports :  
Filters  
Credits Req.  
OK

Select the grades 9<sup>th</sup> – 11<sup>th</sup>. The 12<sup>th</sup> graders were completed earlier.

Student Name  
Sort Ascending  
Sort Descending  
Configure Sort...  
Auto Fit All Columns  
Auto Fit  
Columns  
Group by Student Name  
Freeze Student Name

When students appear on screen, "freeze" the student's name column. Click the drop-down arrow that appears on the Student Name column, then select "freeze". This will allow the user to manipulate the information on the screen to view clearly.

**Begin below steps ONCE the TEACHERS have entered grades in their gradebooks**

### 8. Calculate Semester Averages (COMPLETE MORE THAN ONCE)

For 9<sup>th</sup> – 11<sup>th</sup> graders will be completed at a later date. See below how this will be complete.

- **Go to Grades > Lists > Report Cards**. At the bottom of the screen, click the “**Mass Calc Sem/Final Grades**” button.

Mass Calc Sem/Final Grades - 03.29.19

Year : 2021

District : 017

School : 001

Grades : 12

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

Select grades 9<sup>th</sup> – 11<sup>th</sup>.

Spring **MUST** be clicked for 4X4 schools.

### 9. Re-Check for Missing Semester Averages

This is a repeat of number 6 for the steps there.

### 10. Re-check for Incomplete Grade Audit

This is a repeat of is a repeat of 7 for the steps there.

## 11. Identify Students with High Absences for Possible Denial of Credit

The denial of credit is posted to the "Final" average and is noted with an asterisk (ie... 2F\*). Classes with an "F" average are set to "hide" so that a denial is not posted to classes that are already failed due to academics.

- Go to *Attendance > Counts > Attendance by Course and History*. Set for date range, counts to search for, skip codes, and a posting of denial to S1 or S2. Setup is shown below. **\*NEW\*- Check "Post as manual grade."** Set 'Full Threshold' to the minimum number of days you would like to sort your report. 'Skip Codes' = Select all D, E, P and N
- ✦ Go to *Grades > Lists > Non-Academic Failure Review* and set for **"Attendance Violations"**.
- ✦ Review for denials in the S1 or S2 column.

- When the listing of students comes up, review the results with the administration.
- ✦ Click the select cell for students / courses to have a denial of credit posted.
- ✦ Floating iGear is available to investigate students.
- ✦ Click the **"Auto Fail"** button to post a fail average to the courses selected (ie... 2F\*).

### Need a report of these denials? Run the **Non-Academic Failure Review**.

- Go to *Grades > Lists > Non-Academic Failure Review* and set for **"Attendance Violations"**.
- Review for denials in the S1 or S2 column.

Setup - 01.22.2021

Year: 2021  
 District: 017  
 School: 001  Only?  
 From Date: Jan 5 2021  
 To Date: May 20 2021  
 Grade: 12  
 Full Threshold: 10  >=  =  <=  
 Half Threshold: 5  >=  =  <=  
 Skip Codes: 01,02,03,04,05,07,08,09,1...  
 Exclude Course(s):  
 Special Codes:  
 Custom Codes:  
 Program:  
 Students:

Print Break on Homeroom  
 Show Remote Scheduled Only  
 Active Only  
 Carnegie Credit Courses Only  
 Show Half/Full Totals in History  
 Courses On This Campus Only  
 Active Schedules Only  
 Ignore 'Do Not Post Grade' Courses

Include:  Address  Signature  
 Sped:  All  Sped Only  Non Sped  
 Update Manually Posted Grades

Marking Period: S2  Hide <= F  Hide <= -1  
 Marking Period to Post \*: S2  
 Post as manual grade  
 Remove \* From Selected Marking Period Grades  
 Marking Periods to Remove \*:

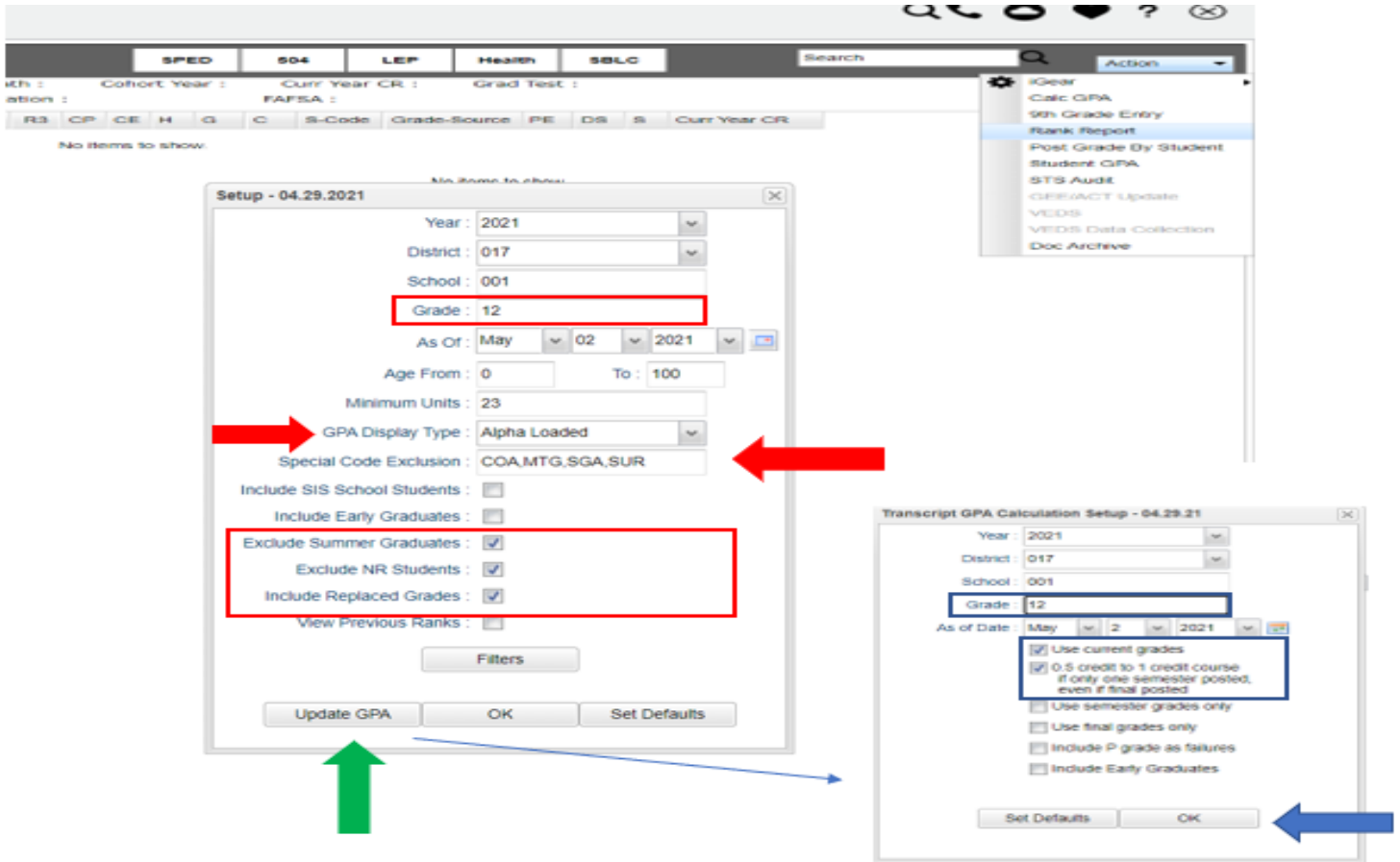
Course Long Name Options  
 Display Long Course Names en English : Language

OK Letters

## 12. Run an Initial Cumulative GPA Ranking Report

This report is used to verify students have met the credits required to graduate and to see the rankings of students among peers.

- Go to **Transcripts > Transcript Workstation > Action > Rank Report** or **Transcripts > Lists > GPA Ranking Report**
- Ranking Setup Screen:** Set for 12<sup>th</sup> grade with any special code exclusions. Hit the **“Update GPA”** button.
- The steps will return the user to the Ranking Setup Screen. Click the OK button.



- Pay special attention to the “Units Earned” column. Make sure the graduate has enough credits for graduation.
- Review the rankings for accuracy.
- Students **WITHOUT** enough credits and those with a **special code** will appear at the **bottom** of the report.

## 13. Print and Check Students Transcripts

From Transcript Workstation, use the Print Multiple button to print Transcripts to be checked for graduation requirements.

- Go to **Transcripts > Entry > Transcript Workstation > Print Multiple**
  - Check subject areas for promotion compliance. According to the information in the Pupil Progression Plan for EBRPPS. Example: English courses, Math courses, etc...
  - Review credit site codes, especially for Dual Enrollment courses, which should have Post-Secondary site codes.

**Tip:** Print or sort in batches by "Special Code".



#### 14. Assign SBLC (Retention) Codes

The entering of an SBLC code in Student Master is used to identify those students, who are being retained, going to summer school, pending SBLC decision, etc.

- Go to **Student Master > Loaders > SBLC Code Loader**. (used to assign SBLC codes to multiple students)
- To assign a SBLC Code to a single student, FIND student in Student Master.
- Click in the SBLC field on the right (near entry/leave dates)
- Select SBLC code
- Click the **SAVE** button.
- The SBLC codes/ message will appear on the student's final report card.
- A blank SBLC code means that the student has met promotion requirements.**

#### 15. Print a List of Retained Students

- Go to **Student Master > Lists > Retained/Promoted List**.
- Print the retention roster for the Principal to review and approve.
- After the roster has been reviewed and signed by the principal, use the document to verify the SBLC codes are assigned to those students being retained.

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

#### 16. Print Final Report Cards (Due May 21, 2021 at 9:00 AM)

- Go to **Grades > Lists > Report Card**.
- Printing the final report cards is similar to how it has been completed all year.
- Setup type to "**Final Report Card (PS Mail)**" and set option to Show EOC scores.
- Be sure to CLICK the "**Update GPA**" and "**Mass Calc Sem/Final Grades**" button **prior** to printing.
- Save report card files as a PDF file. Print two copies for documentation purposes.
- Place one copy in a school binder to be kept on-hand and the other one is placed in the student's CUM.

- 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)**
- Place one copy in a school binder to be kept on-hand and the other one is placed in the student's CUM.

**Very IMPORTANT: SCHOOL MUST VERIFY ALL REPORT CARDS TO MAKE SURE NO GRADES ARE MISSING FOR STUDENTS**

1. Save PDF file under the following: **Final Report Card 2021 School Name Site #** *(i.e. Final Report Card 2021 Broadmoor High School 016)*
2. Email Final Report Card PDF file, Report Printing Checklist, and End of Year Checklist to the SIS Team ([sisteam@ebschools.org](mailto: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)**

\*\*\*\*SIS Team Email: [sisteam@ebschools.org](mailto:sisteam@ebschools.org)

The screenshot shows an email composition window. The 'To' field contains a contact named 'SIS Team'. The subject line is 'SECURE Final Report Card 2021 Broadmoor High 016'. A yellow box with the text 'EMAIL SETUP EXAMPLE' has two red arrows pointing to the 'To' field and the subject line, indicating the correct setup for the email.

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

Use the following setup screen options:

***Final Report Card Setup***

The screenshot displays the 'Final Report Card Setup' options screen. It includes several sections:
 

- Options:**
  - Type to Print: Final Report Card (PS ...)
  - HS Grading Period: 4
  - Order Courses by: Class Period Order
  - Elem Grading Period: 4
  - Checkboxes: Show School Name, Show Address Line, Show Homeroom Teacher, Show Counselor, Show Advisor, Show Team, Highlight Course Lines, Show Active Courses Only, Show F (non-numeric) on policy failure, Show Fees, Show Grading Scale, Round Grading Scale, Show Comments, Show Comment Assessment, Show Current Year EOC Scores, Show All Highest EOC Scores, Show Class Period, Use Long Course Name, Use Watermark.
  - Default Language: en English
  - Top Margin Spacing: [dropdown]
  - SBLC Description: Single Line (selected), Multi Line
  - Address=PS Mail Return Address: Central Office, School (selected)
  - Checkboxes: Show Guardian Signature, Show Principal Signature, Use Signature Images
  - Principal's Message: [input field]
- 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...
  - Checkboxes: Absentee Detail, Absentee Course, Absentee Summary, Discipline
- GPA options:**
  - Checkboxes: Display GPA Line, Display Current Year Cumm GPA

 A dropdown menu for 'Type to Print' is open on the right side, showing options: Report Card, Final Report Card, Progress Report, Report Card (PS Mail), and Final Report Card (PS Mail) (highlighted with a red box).



**VERY IMPORTANT: SCHOOL MUST VERIFY ALL REPORT CARDS TO MAKE SURE NO GRADES ARE MISSING FOR STUDENTS**

**17. Post Exits for Completers or Students Who Passed HighSet/GED**

Posting these kinds of exits prevents dropouts against the school.

- Go to **Student Master** and locate the student exiting.
- Click in the Leave Date field.
- Enter the leave date of the last day of school.
- Post ONE of leave codes below:
  - L4 10 E Transfer out of state or country (use for exiting foreign exchange students with exit documentation)
  - 80 05 E GED Earned Only
  - 81 22 E Completer-GED-HiSet/Industry Certificate
  - 83 24 E Completer-Industry Certificate Only
  - 84 25 E Completer-Local Skills Certificate Only
  - 93 36 E State Skills Certificate
- Click **SAVE** to capture the leave information.

**18. Begin requesting STS builds for underclassmen.**

- STS Builds are to be requested via Google Classroom.
- The process will continue until all the scholars are error free in STS.
- We ask that everyone be patient with process. Many schools are requesting builds at the same time.

**19. Create a List of Students Who Have Special Exit Conditions (Keep for SCHOOL's documentation)**

- Sometimes, users like to make a list of students with special exit situations as described in previous steps.
  - In the left navigation panel, go to **Student Master > Lists > Leave Report List**.  
On Setup options, place a check mark for Show E Codes.  
In the Leave Codes field, select codes 27, 62, 80, 81, 82, 83, 84.  
Click OK to obtain the listing.

**20. Dropping Students - End of Year**

- All **drops** and **gains** are done on the **first day of the next school year (August 11<sup>th</sup>) for SY 2122**.

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

## 21. Grading Period Lock

- All grading periods in Classroom will be LOCKED by designee at the District Office on **May 21st** at the close of business day to preserve the integrity of the assignment records.

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 addresses: [sisteam@ebschools.org](mailto:sisteam@ebschools.org) and [TBrazier@ebschools.org](mailto:TBrazier@ebschools.org).

Principal's Printed Name	Principal's Signature
Counselor's Printed Name	Counselor's Signature
School Name and Site Code  017 _____	Date