End of Year Guide – High School 9th-11th 2019-2020

Below are procedures to guide with the closing of the academic school year for the underclassmen. The individual completing each task **MUST** supply their initials on the provided line to signify the tasks have been completed.

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

1. ___**Grades Deadline for Teachers** _ **May 22nd, 2020 (no later than Noon)**
   - Principals **MUST** ensure final grades are submitted according to district implemented **DEADLINE**.

2. ___**Enter Final Averages for Virtual or "Off Campus" Courses** _ **May 22nd, 2020 (no later than NOON)**
Enter the final average for those virtual courses or other types of courses taught off campus school *(ie, Edgenuity, community colleges, technical colleges, universities).* To enter the grade the students have earned do the following:

   - Go to **Grades > Entry > Post Grades Master** ⟹ *this procedure will allow grades to be posted to several students in the same class.*
       - **Post Grades Master:** Select 12 as the grade level. Enter in the **Progress Report Mode**. Locate the teacher's name and the course, which can be found at the bottom of the screen. Enter grades in the **S1** or **S2** cell, and then click the **SAVE** icon at top. *(OR)*

   - Go to **Grades > Entry > Post Grades by Student** ⟹ *this procedure will allow grades to be posted to one student at a time.*
       - **Post Grades by Student:** Set for *Progress Report Mode*. Locate the student's name and enter grade earned in **S1** or **S2** or **both semesters**, and then click SAVE button.
   NOTE: If a course a student has earned credit for is **NOT** in the Master Schedule, manually enter the course name, final grade, credit, and name of the site where the credit was earned. To complete this task:
   Go to ⟹ **Transcripts > Entry > Transcript Workstation. (Steps BELOW)**

Creating a New Transcript Record for Courses *NOT* Found in the Course Catalog

1. Click the **FIND** button at the bottom of the screen and select the student name whose transcript needs to be edited.
2. Use the top blank line to enter the new record.
3. Click in the **GRP** field on the top blank line. Select the appropriate group from the drop down list.
4. Click in the **Course** field. When the course list shows, close the list using the **X** at the top right.
5. The cursor will now be flashing the Course name field. Type the name of the course. Follow the remaining steps to complete the entry of this transcript record.
6. Click in the **S-code** field. The state course catalog will appear. Sort by the course name; then type the name in the search field to move to the desired course. Or, use the vertical scroll bar to move to the course name.
7. Select the state code.
8. Enter the information for the different record types according to the next steps.
9. EBR uses alpha grades skip the **S1n** field and enter the **S1a** for (alpha). There is no need to enter a numeric grade.
10. Click in the Year field and select the year earned using the spring date; i.e., a grade earned in school year **1920** would have year **20**.
11. Repeat the process for **S2a**.
12. Click the **S (save cell)** - At the far right of the top line. Enter the credit values for **S1** and **S2**.
13. Click on **Course Type** - To select if a course is - "01 Core" or "02 Elective".
14. If the grade was earned at a different school, select the **Credit Site** for each of the credit value entries.
15. Click **Save** - The window will return to the workstation screen and the new entry will be found in the appropriate transcript group.

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. All students **MUST** have a declared pathway by the end of the 10th grade school year.

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)
CJA: L1 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.
CO4: C4 Core 4 (Discontinue use after graduates of 2016-17)	No Career Option required
COB: C5 Basic Core (Discontinue use after graduates of 2016-17)	Cluster/Concentration required
CT4: C6 Core 4 with CTE (Discontinue use after graduates of 2016-17)	Career Option required. (Select from A codes - P codes)
COJ: Jumpstart (Discontinue use after graduates of 2016-17)	Career Option required. (Select from R- Regional, S codes, or T codes)
COD: CD Career Diploma (Historical career diploma/older graduates)	Career option code is CDV.

- 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 to **SAVE** to capture the special codes on students' records

Fastest Way to Update Career Options codes for CCA (Tops Tech Jump Start), CJA (Jump Start Alt Pathway):
- Go to *Student Master > Loaders > Career Loader*
- Set Special Codes to CCA and or CJA. A career option is required for all students coded as CCA or CJA.

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, pathway, career options, and other areas of importance.)

Fastest Way to Update Cluster/Concentration codes for COB (Basic Core) and COD (Career Diploma) Students
- Go to **Student Master > Loaders > Vocational Concentration Cluster Loader**.
- Set for Special Codes COB and COD.

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-HiSet after Connections Process
- **TRA:** Used to identify students classified as Transitional 9th Graders ("T9").

4. ___Review/Update IBC's Earned by Students in Current Year

Any IBC's earned **MUST** be uploaded to the students' academic records/transcript. IBCs are sometime required to meet requires for the diploma pathway selected. Suggestion on how to do the task is below.

Fastest way to check IBC's: Use the **IBC List.**

- Go to **Student Master> Lists > IBC List.**
  - ➢ Scroll to the right looking for the **column** labeled **IBC Code**.
  - ➢ Verify the underclassmen have the IBCs earned thus far uploaded to their academic record, which meets the requirements for the academic pathway selected.

Ensure all earned IBCs are uploaded in JCampus and in STS using the following steps:

- Scan missing IBCs and upload to the student's Doc Archive
  (Student Master or Transcript Workstation / Action / Doc Archive / IBC.)
- Upload the missing IBC using the IBC Editor located in IGP Screen or Transcript Workstation.
- After upload, submit a request to SIS Team to have the IBCs uploaded in STS.
- Verify the IBCs have been attached to the students' transcripts in STS.
  (If it does not appear there contact SIS Team via email sisteam@ebrschools.org)
- Follow current IBC procedures established during the training.

5. ___Check for Missing Grades (COMPLETE MORE THAN ONCE)

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

- The Missing Grade Audit aids in identifying students that are missing a grade(s) for a grading period(s).
- This is important due to the fact that a missing grade for ANY grading period will result in a final grade not being generated for the course.
- After calculating semester grades, this report is useful to check for missing semester averages. Use the snapshot below to assist with running the Missing Grade Audit Report.

- Click the Setup tab.
- The SETUP box will open. Select a GRADE level and a MARKING PERIOD.
- The SELECT MARKING PERIOD box will open up. Select the desire grading period and click OK.

6. ___Incomplete Grade Audit (COMPLETE MORE THAN ONCE)

Incomplete Grades Audit ➔ 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.

7. ____ Import EOC Scores

Usually 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 matter as missing test scores. All the tests the student is EXEMPTED from be noted. (ie… a student exempted from all math tests MUST have exempt as the result for Algebra I and Geometry.)

8. ____ Verify Students' Test Scores

Note: The message: **The above named student has passed all required components of the Graduation Test: "YES"** must appear on all graduates' transcripts, who are earning a high school diploma. Those students earning a **Certificate of Achievement (COA)** do have to meet the testing requirements.

Use one method below to verify test scores for graduation:

- Go to **Transcripts> List > Carnegie Units Earned Report** ➡️ Focus on the columns "PATH" and "TEST" on the setup box. **(OR)**

- Go to **Grades> Lists> Mass Print Test Score Cards** ➡️ Run the Mass Print Test Scores and bulk print the test score cards for students. If it is discovered that a test score is missing and needs to be added to the student's academic record. Follow the instruction below.
  - Go to *Grades > Entry > Test Score Editor*: Use this program to edit, as well as enter, any assessments scores missing that will be required for graduation later. On setup box, set *Test Type* to *EOC* and/or LEAP 2025 and/or LAA. **(**Remember, only one designee per school site will have this security ONLY IF that individual attended the training and submitted the signed "Security Oath").**

9. _____ Calculate Semester Averages (COMPLETE MORE THAN ONCE)

For UNDERCLASSMEN only run an initial calculation of final averages to review and check. The seniors were completed previously. See below how this will be completed:

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

10._____Check for Missing Semester Averages

Basically, this is a repeat of **Check for Missing Grades** (5).The main focus is the final averages appearing for S1 or S2.

- Use the Missing Grade Audit to check students have semester grades for those courses requiring grades.
- **Missing semester grade?**
  - Ask teacher to enter the missing grade and recalculate grade in CLASSROOM **(OR)**
  - Go to **Post Grades by Student** and manually enter the semester grade

11._____Repeat Mass Calculate Semester/Final Averages (COMPLETE MORE THAN ONCE)

- Go to **Grades > Entry > Post Grades Master > Admin > Mass Calculate Sem/Final Averages**
- Due to changes made in CLASSROOM. The final average will have to be mass recalculated.
- Concentrate on UNDERCLASSMEN only at this time. The seniors were completed previously.

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.
- **Ranking Setup Screen**: Set for 12th 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.
- Give 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 Underclassmen Transcripts

From Transcript Workstation, use the Print Multiple button to print Transcripts to be checked for classification requirements accord to the Pupil Progression Plan.

- Go to **Transcripts > Entry > Transcript Workstation > Print Multiple**
- Check subject areas for graduation compliance, which depends upon the diploma pathway student is pursuing.
- Review credit site codes, especially for **Dual Enrollment** courses, which should have Post-Secondary site code assigned.

Tip: Print or sort in batches by "Special Code" (Example: Print by special code "CO4" for batch of Core 4 transcripts).

14._____Identify Students with Failing Grades

- Go to **Grades > Count > Grade Distribution Report**
- The Grade Distribution Report will generate a list of students that have failed courses for the year.
- Set the report to search for semester grades, then **CLICK** on the count of "F" grades on the bottom row of the report.
- This report is useful for determining promotion and retention, as well as assisting with next year's scheduling or summer school roster.

15._____Assign SBLC (Retention) Codes (Reference #24 for SBLC 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.

16._____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, scan roster and send it to the SIS Team via email (sisteam@ebrschools.org).
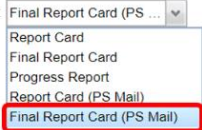
17. _____**(EBR Readiness_017092) Underclassmen from Alternative Site and alert the Student's Zoned School Site to Re-enroll Student for Schedule (if time at the alternative**

- Follow the procedure in place for dropping the underclassmen that should return to their home school from the alternative site. Grades earned at alternative site have to be posted to the student's academic record.
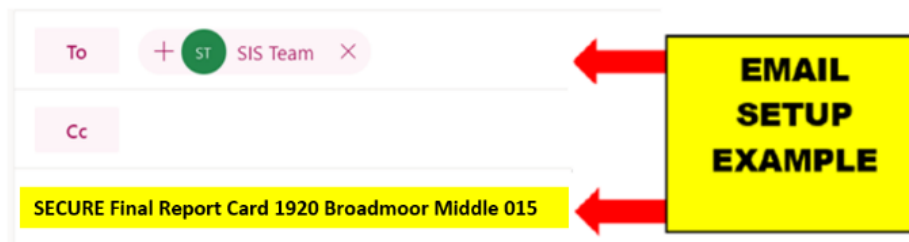
18. _____**Repeat Cumulative GPA Ranking Report**

- Go to **Transcripts > Lists > GPA Ranking Report**.
- First, update the Cumulative GPA by clicking the Update GPA button in preparation for generating a new ranking report.
- Repeat the GPA Ranking Report to adjust students' rankings due to those students that were retained or returned to the zoned school from the alternative site.

19. _____**Print Final Report Cards**

- Go to **Grades > Lists > Report Card.**
- Printing the final report cards is similar to other times in the year with the exception of the following:
- Set Type to **"Final PS Mail"**

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

- 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 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 1920 School Name Site #**
  (i.e. Final Report Card 1920 Broadmoor High School 016)

- Email Final Report Card PDF file to the SIS Team (_sisteam@ebrschools.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 1920 School Name Site #**
(i.e. Secure Final Report Card 1920 Broadmoor Middle School 015)

To	+ (ST) SIS Team ✕		
Cc			← **EMAIL SETUP EXAMPLE**
SECURE Final Report Card 1920 Broadmoor Middle 015			←

Must be emailed by 9:00 am Friday, May 22nd

Options

Type to Print :	Final Report Card (PS …)	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 ☐ Use Watermark
☐ Show Fees

Default Language : en English
Top Margin Spacing : Optional Title :
SBLC Description : ● Single Line ○ Multi Line
Address=PS Mail Return Address : ○ Central Office ● School

Non Grades
Display the below items
From : Aug 08 2019
Thru : Mar 13 2020
Skip Absence Codes : 01,02,03,04,06,07,10,11,1…
☐ Absentee Detail ☐ Absentee Course ☑ Absentee Summary
☐ Discipline

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

GPA options
☑ Display GPA Line
☐ Display Current Year Cumm GPA

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

20._____Post Diploma Endorsements

In the IGP tab of Student Master, the user can enter the Diploma Endorsements.

- Go to **Student Master > Loaders > Diploma Endorsement Fast Loader**.
- Set for grade, then check option for "Append".
- Select students on the left, and the diploma endorsement on the right.
- For students earning IBC's, select the "J" code that matches the highest IBC earned.
- Click in the **Endorsement** field to select from the following:
  - ➢ **A1 Academic Endorsement with senior project**
  - ➢ **A2 Academic Endorsement with 1 unit AP course and have attempted the AP exam**
  - ➢ **A3 Academic Endorsement with 1 unit IB course and have attempted the IB exam**
  - ➢ **A4 Academic Endorsement with 3 units non-remedial articulated college credit in core area**
  - ➢ **B1 Career/Tech Endorsement with BESE approved industry-based certificate**
  - ➢ **B2 Career/Tech Endorsement with 3 college hours in career tech area that articulate to postsecondary institution**
  - ➢ **C1 Community Service Endorsement D1 AP course (test score 3 or higher) D2 1 IB course (test score 4 or higher)**
  - ➢ **D3 DOE-approved equivalent summative test**
  - ➢ **D4 4 units in World Language/7 units or more in world language immersion D5 Internationally-benchmarked language exam (DELF,DELE,ACTFL)**
  - ➢ **D6 Primary Language w/Early Advanced on ELDA; DOE-approved equivalent summative test**
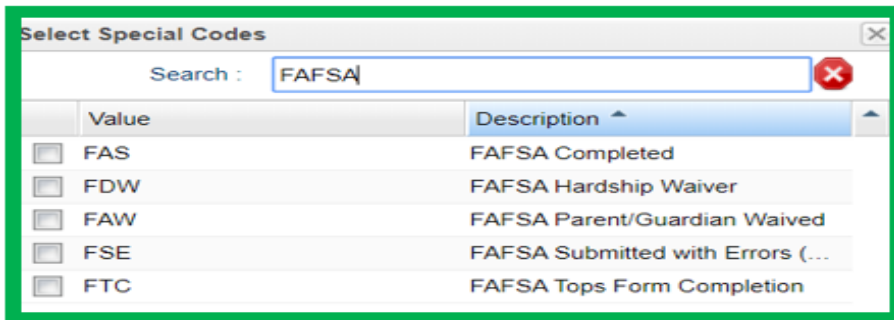
> ➤ **J1 Statewide Basic Credential J2 Regional Credential**
> ➤ **J3 Statewide Advanced Credential**
> ➤ **J4 Alternate Credential (Act 833 Only)**

- Click <mark>SAVE</mark> to store the entry.

To get a list of students with **Academic Endorsements**, go to either of the following:

- Go to <mark>Transcripts > Lists > Carnegie Units Earned Report</mark>. Endorsement column is located far right.
- Go to <mark>Student Master > Lists > Prospective Graduation List</mark>.

21._____Update FAFSA Status in Special Codes-Primarily for (JUNIORS) (MANDATORY) Remember 2020 graduates require a **FASFA** code. See codes below in chart.

23._____Post Exits for Completers or Students Who Passed HighSet/GED

Posting these kinds of exits prevents dropouts against the school.

- Go to <mark>Student Master</mark> 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 <mark>SAVE</mark> to capture the leave information

24._____Create a List of Students Who Have Special Exit Conditions

- 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.

25._____Dropping Students - End of Year

- All drops and gains are done on the first day of the next school year **(8/6/2020).**

26._____Grading Period Lock

- Grading periods in Classroom will be LOCKED by designee at the District Office on **May 21st, 2020** 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@ebrschools.org and TBrazier@ebrschools.org

Note to Principal: This year a form, Request to Certify Graduates in STS, is required in order to move forward with certifying transcripts in STS. This form has to be signed by the PRINCIPAL, each SCHOOL COUNSELOR, and DIRECTOR of COUNSELING. Once all the signatures are obtained, the form has to return to the SIS Team.

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