End of Year Guide 2021
High Schools
St. Martin Parish

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Below is a checklist of common procedures associated with closing of a school year for high schools.
***Many of the steps below are done twice. Once in early May for Seniors, then again in late May for Underclassmen.**

1. ___ District Coordinator and/or Principal Communicates Grade Deadline for Teachers

Principal or District Coordinator communicates deadlines for all assignments to be in GradeBook via emails, websites, or other means. Place reminders by the sign in book, teacher's lounge, etc...

2. ___ Move Graduating Juniors to Senior Grade Level

- Usually done in late April or early May when school is quite sure student will graduate.
- In the student's Student Master screen, enter a leave date and leave code of "**20 15 Exit grade for re-assignment to another grade**."
- While still on the student's Student Master record, click **Action**, then **Reenroll**. Click on the enrollment row with the exit code "*20 15 Exit grade for reassignment*…" (Should be the top row).
- Import the student as normal but update the grade to "12".
- *Be sure to use the same entry date as the exit date.*
- Select the entry code of "*GR C4 Re-entry for re-assignment to another grade*".
- The student's schedule, grades, attendance, and discipline information will not be affected. Student will now be a 12th grader.

3. ___ Enter Final Averages for Virtual or Other "Off Campus" Courses

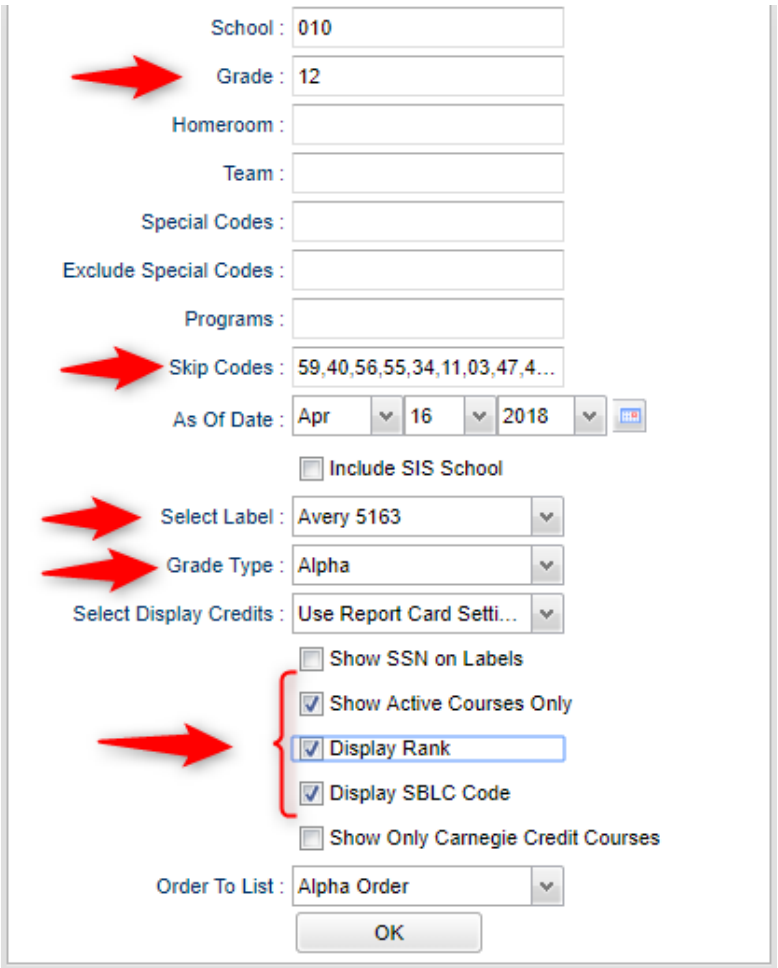
For virtual courses, or other types of courses where the student is given a final for a course typically taught away from school (ie, community college, technical college, university), enter the final average of the course.

- 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:** Set for grade level, then *Progress Report Mode*. On the bottom, locate teacher/class. Enter grades in the F1 or F2 cell, then click the SAVE icon at top.
  - **Post Grades By Student:** Set for *Progress Report Mode*. Find the student, enter grade in the F1 or F2 cell, then click SAVE button.
  - If the course is not in the Master Schedule, manually enter the final in **Transcript Workstation**.
    - Go to *Transcripts > Entry > Transcript Workstation*.

4. ___ Check for Missing Grades

Check for missing grading period grades by printing a plain paper **Cumulative History label** (kind of like a mini report card) and/or the **Missing Grades Audit**.

- **Cumulative History Label as "mini report cards"**: Go to *Grades > Lists > Cumulative History Label*.
  - Set for Grade level.
  - Skip Codes: Select P codes.
  - Select Label: Avery 5163 and others as shown below.
  - A list of students will appear. Select the students, then click the Print button.
  - ***After calculating final averages, come back to this report to review any missing final averages**.
  - After grades are checked and finalized, use this report to print labels for the cumulative folders.



- **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. (Set Marking Period to F1 o F2)

5. ___ Check for Incomplete Grades:

Use this report to check for incomplete assignment grades in the gradebook that need to be updated to remove the marking period "I" grades.

- Go to *Grades > Lists > Incomplete Grades Audit*.
- Check for "I" (incomplete) grades, which are the result of "i" grades given to assignments in the 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 final average.

6. ___ Import LEAP 2025 Scores (Usually done by District Data Office)

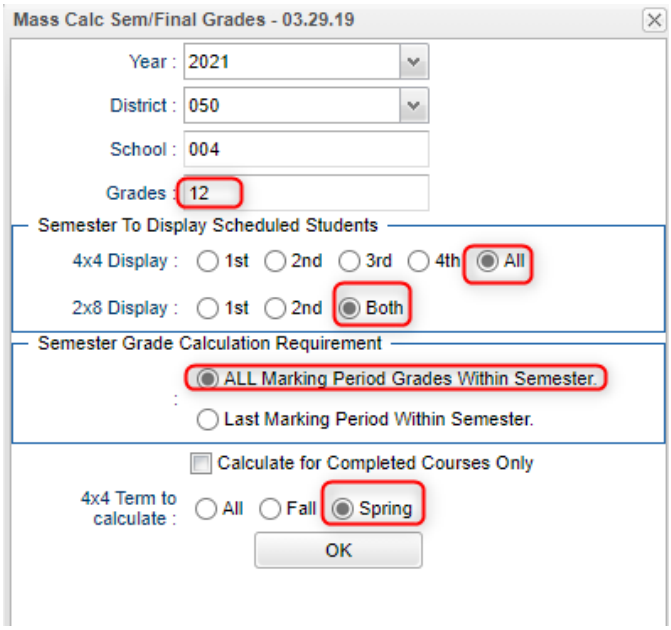
Usually done by the District Coordinator. The LEAP 2025 scores are imported for LEAP 2025 classes.

- The scores automatically go to the E2 (or E4 if a spring 4x4 class) area of the teacher's gradebook, student's grades, as well as the student's test results.
- Missing a test score? Go to Test Score Editor to manually enter the missing information.
  - Go to *Grades > Entry > Test Score Editor*. Set for grade level, test type, and student.
  - Enter score, then click green save cell.
  - When entering a test exemption, be sure to enter all courses the student is exempted from. (ie… if student is exempt from all math, enter an exempt result for Algebra I and Geometry.)

7. ___ Calculate Initial Semester/Final Averages

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

- Go to *Grades > Lists > Report Cards.* At the bottom of the screen, click the "**Mass Calc Sem/Final Grades**" button.
  - **Initially run for Seniors only**. Underclassmen get processed a little later in a second batch when grades are complete for them.



8. ___ Check for Missing Final Averages

This is basically a repeat of step #4, but here we focus on the final averages in F1 or F2.

- Using either the Cumulative History Label, or the Missing Grades Audit from step #4, check that students have a final grade in courses that are needed.
- What do I do if there is a missing final? 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 manually enter the missing marking period grade and/or the missing Final.
    - You can ask the teacher to enter the final on the grade sheets (upcoming step), then hand enter.

9. ___ Identify Students with High Absences for Possible Denial of Credit

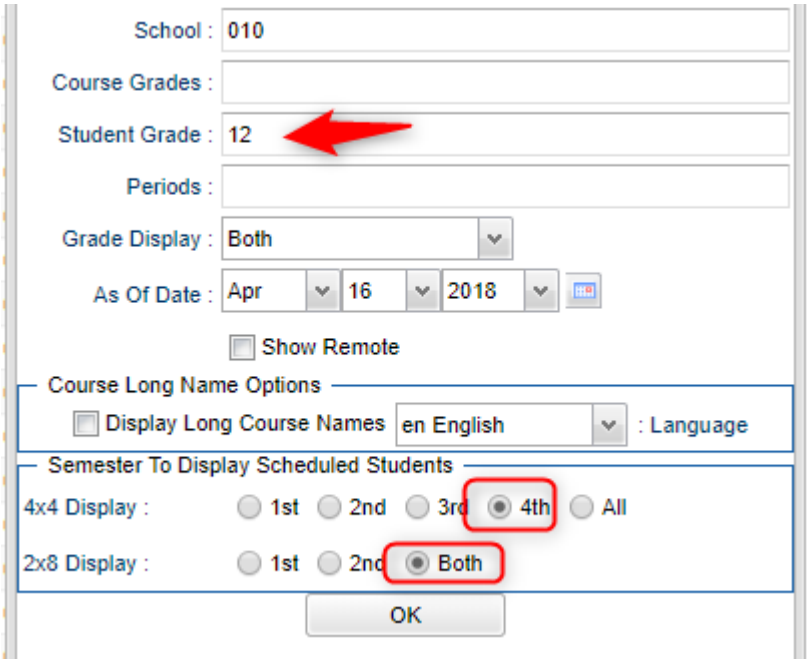
This varies greatly from district to district due to attendance policies. Check with your administrator on posting denial of credits.

- Denial of credit due to absenteeism are marking period grades with an asterisk, such as "78*". This will carry the failure to the final grade when semester/final averages are calculated.

10. ___ Teacher Review of Grades and Final Grades Signoff

Print grade sheets for the teacher to review and sign for accuracy. If needed, fixes and corrections are made.

- Go to *Grades > Lists > Grade Sheets*
  - For the first run, set for grade 12. Set for current date, then click **Ok**.



  - Select classes and "**Print**".
- Give to teachers asking them to review, indicate any problems, and sign/date.
  - Save this copy for reference in case of problem.
- As a result of the feedback, if needed, update missing grades, resolve any possible issues.

11. ___ Repeat Mass Calculate Semester/Final Averages

- Due to updates to averages based on feedback from Teachers and Grade Sheets, a repeat of calculating semester / final averages is performed as in step #7 and a subsequent check for missing final averages as in step #8.
- Run on Seniors first, then Underclassmen later when ready.

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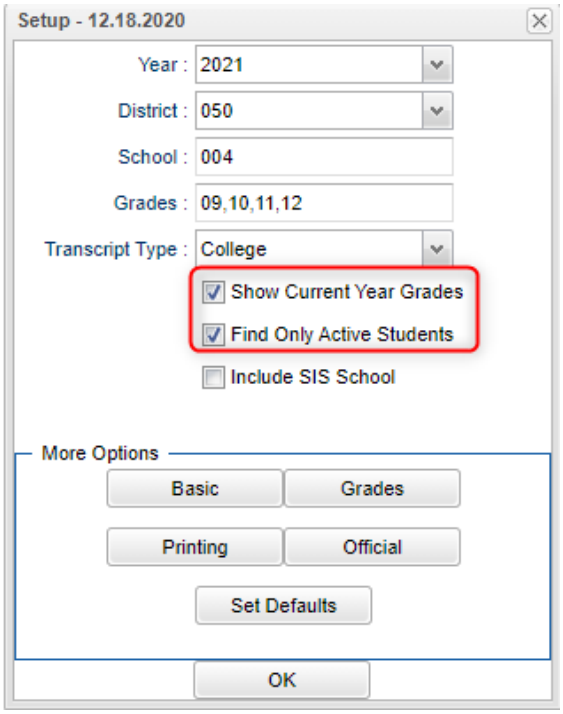
12. ___ Run an Initial Cumulative GPA Ranking Report

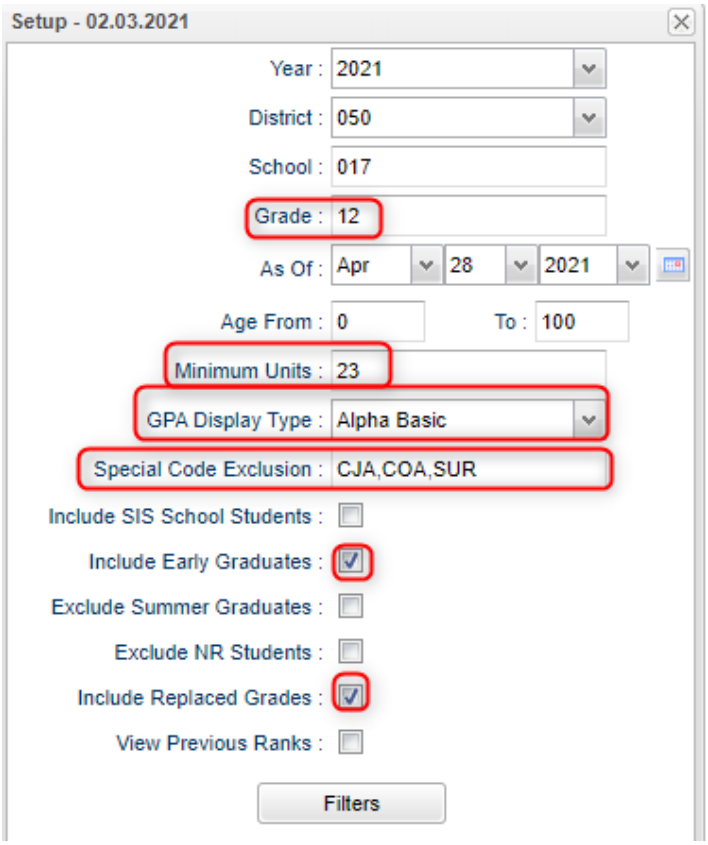
Use the report to do a quick check that students have enough credits to graduate and get an initial look over of the ranks.

Run for Seniors first, then later when grades are done for underclassmen, run for each grade level.

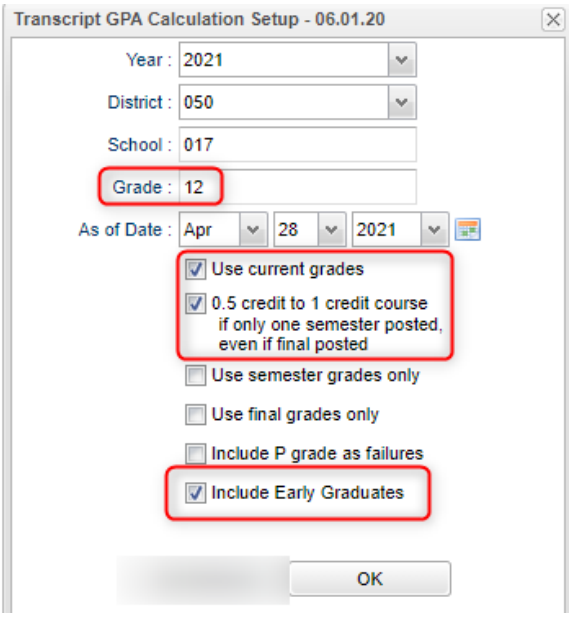
- Go to *Transcripts > Transcript Workstation.*
  - Set to "Show Current Year Grades" and "Find Only Active Students".



- In Transcript Workstation, click "**Action**", then "**Rank Report**".
- **Ranking Setup Screen**: Set for Seniors with any special code exclusions.



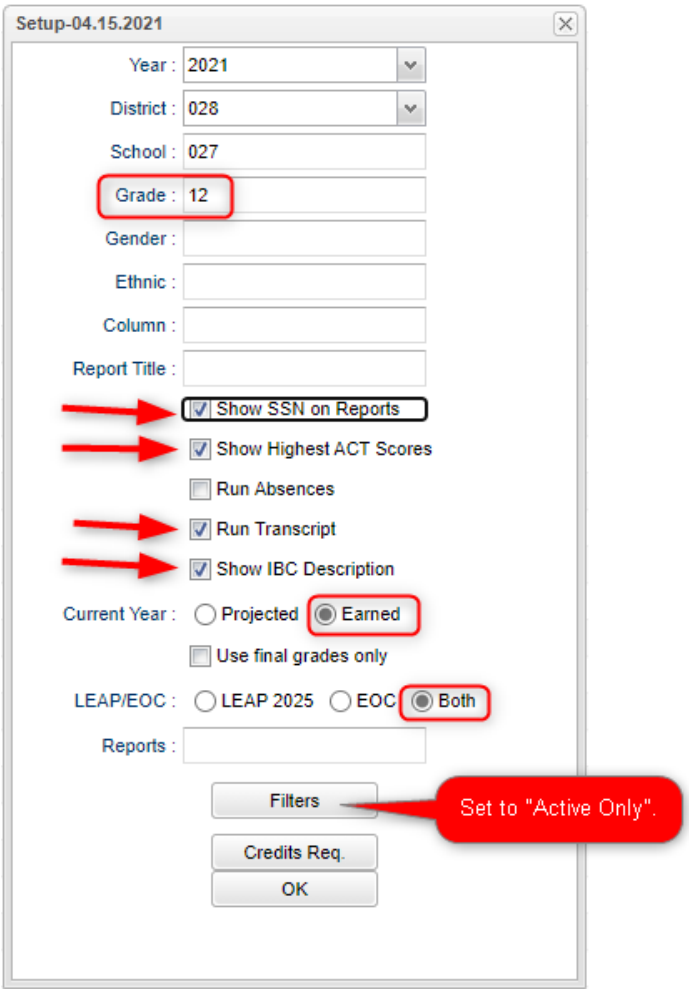
- Hit the "**Update GPA**" button at the bottom of the setup screen.
  - **GPA Calculate Setup Screen**: Initially set for Seniors. Later, do same for underclassmen.



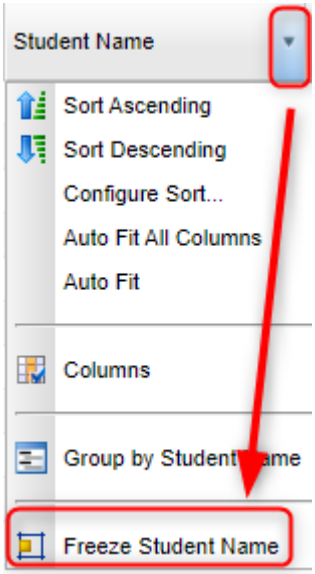
- You will be returned to the Ranking Setup Screen. Click the **OK** button.
- Focus initially on the "**Units Earned**" column. Make sure the Senior has enough credits to graduate.
- Review the initial rankings to see if things look appropriate.
- Students who do not have enough credits, or have a special code that is being excluded, will be at the bottom of the report.
- For Underclassmen, use this report as a list to determine if students have enough Carnegie Units to move to the next grade level by setting the "Minimum Units" to be the amount needed to pass to the next grade.
  - Sort the report on the ***Units Earned*** column.

13. ___ 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: Grade -= 12, "Filter" for active students only. Click "Ok" to run.



  - 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".



a. **SSN:** If a temporary ssn (starts with a 9), the student will not be able to apply for Financial Aid through TOPS and Federal sources.

b. **Pii:** If a student wishes to share data to Board of Regents, needs to be a Y for consent form signed.

c. **Path:** Student diploma path needs to be present. CTU for Tops University, CCA for Tops Tech Jump Start, CJA for Tops Tech Alternate, CNG for Non-Graduate / Non-Diploma.

d. **Tests:** If a student is to graduate, this needs to be either a Y, A, 1, 2, or 3.

  i. **New for 2021**: If a Senior has "N", student may qualify for the following for Graduation Flexibility: Check with your district on definition and application.

    1. 01 ACT 17 Composite or 17 Subject
    2. 02 Silver on Workkeys
    3. 03 Extended Learning

ii. **To Assign a Graduation Flexibility Code:** Click on a credit earned value. You will see the transcript workstation open up. Close off the setup box. Locate the "Grad Test" field. Click on the "N" and select the Grad Flexibility code that may apply to the student. Close the transcript workstation.

iii. If a Senior has a "N" due to incomplete test score information, go to *Test Score Editor* to enter the missing test information.

e. **IBC:** Review IBC's earned for graduation. CCA Tops Tech Students are required to have these to graduate.

i. **Update**: Now an IBC code "921 Graduation Flexibility Workkeys Silver or Higher" for Seniors who apply.

ii. **What if there is one missing?**

1. **Doc Archive Districts**: Scan the missing IBC, then upload into the student's blue **IBC** button on the IGP or Transcript Workstation, on via Doc Archive (Student Master or Transcript Workstation / Action / Doc Archive / IBC.
2. **eScholar IBC Districts**: On the blue **IBC** of IGP or Transcript Workstation, add the IBC here to transmit to STS.

f. **Career Options / Code:** If student is a CCA Tops Tech diploma path, then the student must have a Career Options code.

g. **FAFSA:** To graduate, student must have a FAFSA code.

14. ___ Print and Check Senior Transcripts

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

- Go to *Transcripts > Entry > Transcript Workstation > Print Multiple*
- Check subject areas for graduation compliance. Example: 4 English courses, 4 Math courses, 1.5 PE courses, etc...
- Review credit site codes, especially for Dual Enrollment courses, which should have Post-Secondary site codes.

15. ___ 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 that the student is being promoted.
- These SBLC codes and text print on the final report card and on cumulative history labels.
- **Fastest way to do this**: Use the **SBLC Code Loader**.
  - Go to *Student Master > Loaders > SBLC Code Loader*.
- To assign a SBLC Code to a single student, go to the student's Student Master screen, click in the SBLC field on the right, select a SBLC Code, then click the **Save** button.
- Commonly used SBLC codes:
  - F Retained - Student Not Promoted
  - T Retained - Failure to Pass Exit Exam (Seniors)
  - D Retained - Insufficient Carnegie Units (Seniors)
  - 5 Retained - Certificate of Achievement Non-exit year
  - 9 Promoted - Transition 9th to grade 9
  - 10 Promoted - Transition 9th to grade 10

- 12 Retained – Failed IBC Credential Exam

16. ___ Print a List of Retained Students

Print a listing of Retained Students for the Principal to review and approve.

- Go to *Student Master > Lists > Retained/Promoted List*.

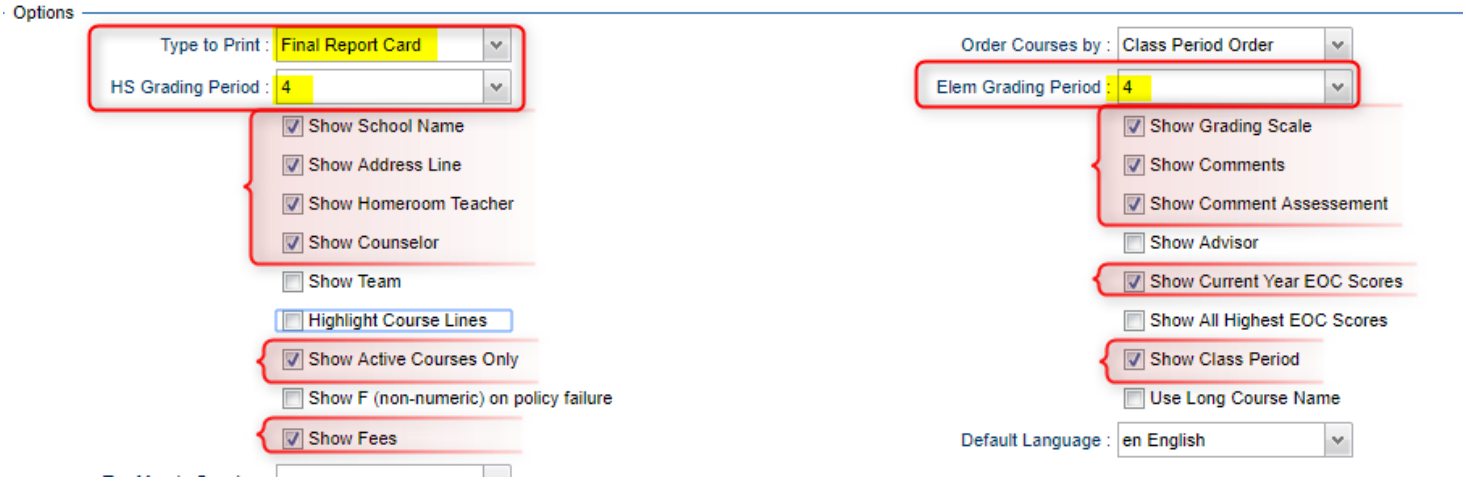
17. ___ Repeat Step #12: Cumulative GPA Ranking Report

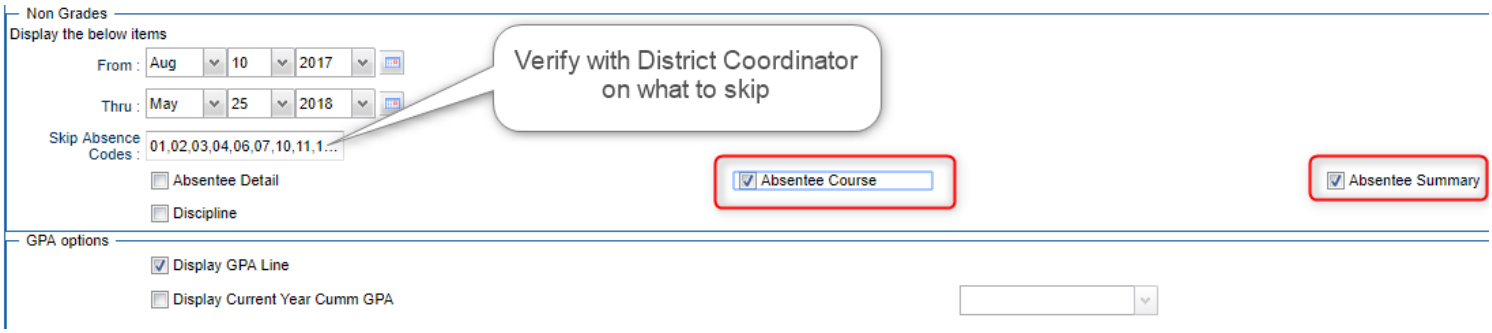
Repeat the GPA Ranking and GPA Update to adjust rank for any students who have been marked as retained and catch any recent changes to transcripts or grades.

18. ___ Print Final Report Cards

Printing the Final Report card is like other times in the year except for setting the Type to "Final".

- Go to *Grades > Lists > Report Card*.
  - Set ***Type*** to **"Final"** and grading periods to the last of the year (4 in most cases), as well as other checks shown below.





- At the bottom, before printing, be sure to run the "Mass Calc Sem/Final Grades" and the "Calculate Current Year GPA".

19. ___ Post Diploma Endorsements (Current understanding is that type "C" or "D" are current)

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

- **Fastest way to do this**: Go to *Student Master > Loaders > Diploma Endorsement Fast Loader*.
- Set for grade 12, then check option for "Append".
- Select students on the left, and the diploma endorsement on the right.

20. ___ Post Exits for Certificate of Achievement

In Student Master, locate the student leaving with a Certificate of Achievement.

- In the **Leave Date** field, select **62 O6 E Certificate of Achievement** with the **Leave Date** set to the last day of school.
- Click **Save** to store the leave information.

21. ___ Post Exits for Students Who Passed HighSet / GED, or Foreign Exchange Students returning to home country, or LAA1 Graduates

Posting these kinds of exits prevents dropouts against the school.

- In Student Master, locate the student exiting under one of these conditions.
- Click in the *Leave Date* field.
  - Set the *Leave Date* to the last day of school.
- Post a leave code of one of the following that qualify:
  - L4 10 E Transfer out of state or country (*use for exiting foreign exchange students with exit documentation)*
  - 80 05 E GED Earned Only
  - LG 04 E LAA1 Graduate (send option code 9)
- Click **Save** to store the leave information.

22. ___ Post Exits for Seniors Retained Due to Testing or IBCs, but Have Completed All Carnegie Units

These Seniors have taken all classes needed to graduate and do not need to be rolled over to next year.

- Find the student in Student Master.
- Check to make sure the student has a SBLC code of either:
  - **T Retained – Failed to Pass Exit Exam (Seniors)**.
  - **12 Retained – Failed IBC Credential Exam**
- Click in the Leave Date cell:
- Post a Leave Date of the last day of school.
- Select a Leave Code of **22 17 E Finished all but GEE/EOC Completed Carnegie Rqmts not GEE/EOC.**
  - Don't worry about using the same exit code for Tests or IBC, the job is to exit the student and keep from rolling over to next year.
- Click **Save** to store the leave information.
- When you find out that these students have passed the LEAP 2025 or IBC Credential, consult with your district coordinator for proper year/date to reenter, then exit the student with a **61 04 E Graduation/Early Graduation** leave code.

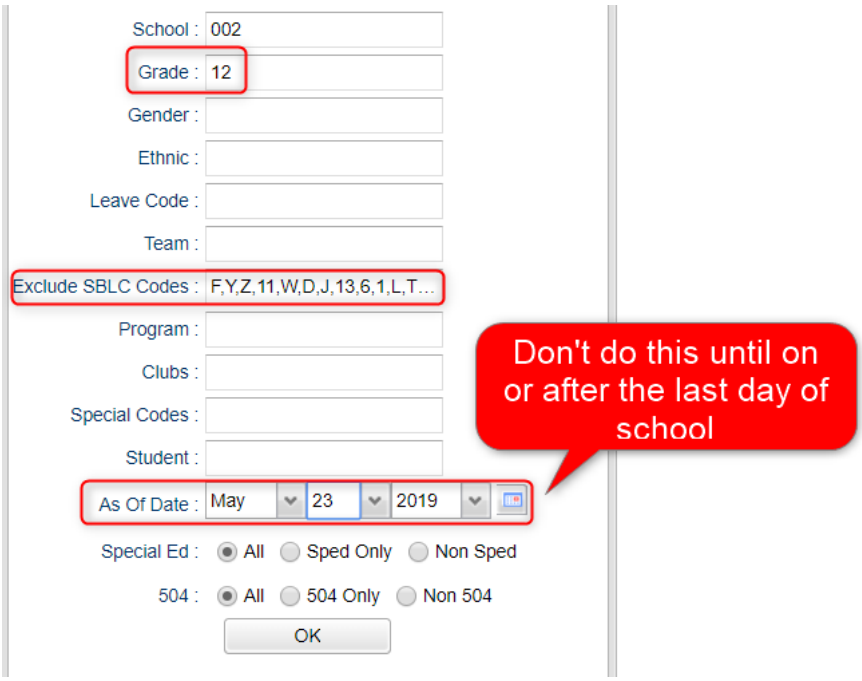
23. ___ (Optional) Post Exits for Graduating Seniors

*Discuss with your district coordinator to see if this is a step done in your district.

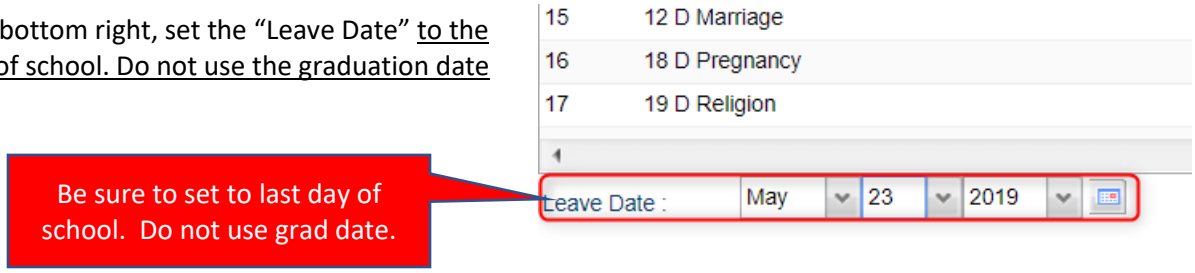
****Don't do this too early. Do this step on or after the last day of school.**

This will post a leave code of "61 04 Graduation / Early Graduation" on each student selected.

- Go to Student Master / Loaders / Leave Code Fast Loader
- On setup, configure for grade 12, Exclude SBLC Codes – set for all retained codes, and as of date is last day of school.



- *On the bottom right, set the "Leave Date" to the last day of school. Do not use the graduation date here.



- Locate the column header "Leave Code". Click the "Select All" box. This will place an asterisk for each student's name.
- **Important:** For any student not graduating, or for any student with a leave date, be sure to click in the leave date cell to remove the asterisk. We do not want to post these students as graduates.
  - GOAL: Only have asterisks for students who are graduating.
- On the right-side listing of leave codes, select "61 04 Graduation / Early Graduation"
- The leave code columns by each student will be updated with the graduation leave code and date.
- **Made a mistake on a student**? Easiest way to fix is to go to the Student Master record of the student and fix the leave code information.

24. ___ Dropping Students - End of Year

Check with your District Coordinator on posting exits for students that are leaving the district. These procedures can vary by district and exit reason.

- Summer Graduates are typically dropped at the end of the current school year.
- In some districts, underclassmen drop and gains are done on the first day of the next school year.

25. ___ Grading Period Lock (Might be done by district administrator)

Grading Periods in GradeBook are locked to preserve the integrity of the assignment records.

This is typically done when grades are calculated, checked, and sent home.

- Check with your district coordinator on who does this step in your district.
- Go to *Grades > Loaders > Grading Period Lock*

26. ___ Grades Closeout EOY (Might be done by district administrator)

This program is performed when all the grades for the current year have been verified and are finalized. The program copies the "current year" grades to the "transcript" data files.

- Usually, the district coordinator performs this step.
- After the **EOY Grades Closeout** has been run, turn off the option "Show Current Year Grades" on the **Transcript Workstation**.
  - If you see "double" transcript records on **Transcript Workstation**, this is a symptom of not turning off the "Show Current Year Grades" option.