End of Year Guide 2223
High Schools

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Below is a checklist of common procedures associated with closing of a school year for high schools.
*<mark>Many of the steps below are done twice</mark>.
  ● **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 pretty sure the student will graduate.
     ▪ Find the student in Student Master. Click on the "Leave Date" field.
     ▪ Enter a "Leave Code" of "20 15 Exit grade for re-assignment to another grade."
     ▪ Enter a "Leave Date" that is before the end of the last day of school. Typically this is a date in early May when the student is assured of graduating. If unsure of what date to use, check with your district administrator if unsure of what date to use.
     ▪ Click "Save". This will change the student's name to a pink color showing the student has been dropped.
   ● While still on the student's Student Master record, click **Action**, then **Re Enroll.**
     ▪ Check off the usual check boxes, then click Ok. The system will search for the student's enrollment records.
     ▪ Click on the enrollment row with the exit code "**20 15 Exit grade for reassignment…**" (Should be the top row). While here, place a check for "*Use Previous Address*" so that you don't have to reenter address information for the student. ☑ Use Previous Address
     ▪ Click the "Import" button at bottom left. On the resulting ReEnrollment Window:
       1. Enter the same schools site.
       2. Select the entry code of "GR C4 Re-Entry for Re-Assignment to Another Grade".
       3. Enter the entry date. <mark>**Make sure the entry date is the same as the previously entered leave date. Must be before the last day of school.**</mark>
       4. Click "OK" to import the student as a 12th grader in student master.
   ● 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 the 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 the 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 (Seniors first, then Underclassmen later)

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

- **Missing Grades Audit**:
  - ▪ Go to *Grades > Entry > Missing Grades Audit.*
  - ▪ Set for grade level and select all grading periods and exams (E2 / E4)
  - ▪ After calculating final grades, use this report again to check for missing final averages. Set Marking Period to F1 or F2 depending on schedule type.

- **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 Labels" button. On the next box, set Starting Row to "0", then click Ok. A print preview will be displayed after thinking a little bit.
  - ▪ ***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.

School :	010
Grade :	12
Homeroom :	
Team :	
Special Codes :	
Exclude Special Codes :	
Programs :	
Skip Codes :	59,40,56,55,34,11,03,47,4…
As Of Date :	Current Date

☐ Include SIS School

Select Label :	Avery 5163
Grade Type :	Alpha
Select Display Credits :	Use Report Card Setti...

☐ Show SSN on Labels
☑ Show Active Courses Only
☑ Display Rank
☑ Display SBLC Code
☐ Show Only Carnegie Credit Courses

Order To List :	Alpha Order

OK

5. **___ Check for Incomplete Grades (Seniors first, then Underclassmen later)**

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 the *Test Score Editor* to manually enter the missing information.
  - Go to *Grades > Entry > Test Score Editor*. Set for grade level, test type, and student.
    - If the student has an existing test result, click on the insert row (top) and enter the test data from left to right. Click the "Save New" button to store the result.
    - If the student does not have an existing result, simply click in the cells, enter the data, then click the ENTER key to confirm the entry. No "Save New" is needed in this situation.
  - When entering a test exemption, be sure to enter all courses the student is exempted from. (ie… if a student is exempt from all math, enter an exempt result for Algebra I and Geometry.)
- CJA – Jumpstart Alternate Pathway (L1) students typically use LEAP CONNECT scores instead of LEAP 2025 scores for determining passage of state tests for graduation.

7. **___ Calculate Initial Semester/Final Averages (Seniors first, then Underclassmen later)**

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 (Seniors first, Underclassmen later)**

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

- Using either the Missing Grades Audit, or Cumulative History Label, from step #4, check that students have an exam and a final grade in courses.
- What do I do if there is a missing exam or 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, missing exam grade, or missing final.

9. ___ **Identify Students with High Absences for Possible Denial of Credit (Seniors first, Underclassmen later)**

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 (Seniors first, Underclassmen later)**

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". For the underclassmen run a little later, set for grade 9-11.

- 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 (Seniors first, Underclassmen later)**
- Due to updates to averages based on feedback from Teachers and Grade Sheets, a repeat of calculating semester / final averages is performed as showin in step #7.
- Run on Seniors first in early May, then repeat with Underclassmen later when ready.

12. ___ Run an Initial Cumulative GPA Ranking Report (Seniors first, Underclassmen later)

Use the report to do a quick check that students have enough credits to graduate, or go to the next grade level, and get an initial look at the rankings.

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

- Go to *Transcripts > Transcript Workstation / Action / Rank Report*.
- **Ranking Setup Screen**: Initially set for Seniors with any special code exclusions. Later, run for grades 9 - 11.
  - Click the "**Update GPA**" button.

School :	010
Grade :	12
As Of :	Current Date
Age From : 0	To : 100
Minimum Units :	23
GPA Display Type :	Alpha Basic
Special Code Exclusion :	COA, CJA, SUR
Include Early Graduates :	☐
Exclude Summer Graduates :	☑
Exclude NR Students :	☑
Include Replaced Grades :	☑
View Previous Ranks :	☐

Filters

Update GPA   OK   Set Defaults

  - **GPA Calculate Setup Screen**: Initially set for Seniors. Later, do the 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 (Done for Seniors first, Underclassmen later)

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

  - Set Grade = 12 at first. Set Grade to 9, then 10, then 11 for later runs.

  - Set checkboxes as shown below.

  - "Filter" for active students only.   Click "Ok" to run.
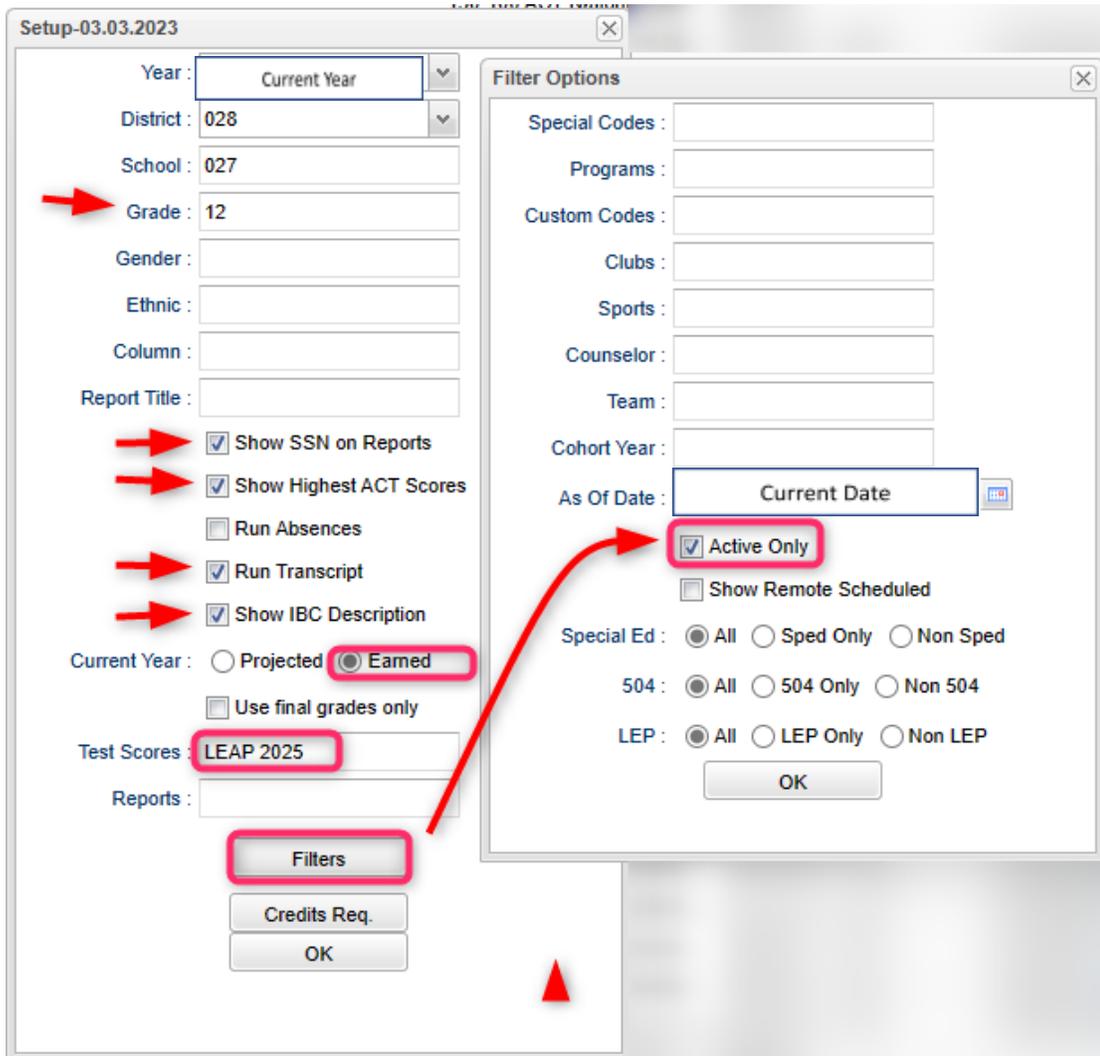
- When students appear on screen, "Freeze" the student's name column. Click the drop-down arrow that appears on the Student Name column, then select "freeze".
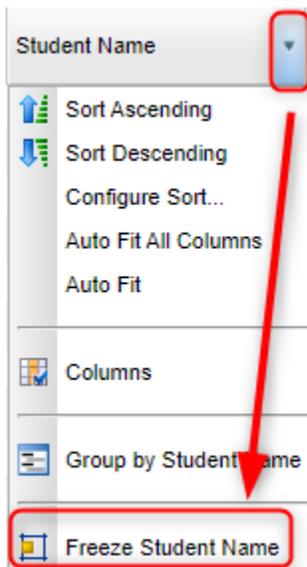
    a. **SSN:** If a temporary ssn (starts with a 9), the student will not be able to apply for Financial Aid through TOPS and Federal sources.

b. **Tot Ern** (Total Earned): Check the credits earned to screen for credits needed to graduate, or to move to the next grade level (Underclassmen).

c. **Pii (Consent):** If a Senior student wishes to share data to the Board of Regents, needs to be a Y for the consent form signed.

d. **Act 833 (April Dunn Act):** A special ed student classified as Act 833 April Dunn on an IEP should have a special code of "ACS" so that LEAP 2025 exams are weighted at 5%. *Applies to underclassmen as well*.

e. **Path:** Student diploma path needs to be present.
    i. CTU for Tops University
    ii. CCA for Tops Tech Jump Start
    iii. CJA for Tops Tech Alternate
    iv. CNG for Non-Graduate / Non-Diploma

f. **Tests:** If a student is to graduate, this needs to be either a Y, A, or G.
    i. If a Senior has a "N" due to missing test score information, go to the Test *Score Editor* to enter the missing test information.

g. **IBC:** Review IBC's earned for graduation. CCA Tops Tech Students are required to have IBC's to graduate.
    i. **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.
        2. **eScholar IBC Districts**: On the blue **IBC** of IGP or Transcript Workstation, add the IBC here to transmit to STS.

h. **Career Options / Code:** Required for CCA Tops Tech diploma pathway.

i. **FAFSA:** To graduate, Senior students must have a FAFSA code.

14. ___ Print and Check Senior Transcripts for Graduation Requirements

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*

  - Filter suggestions: Grade, Special Codes, Career Options, Counselor

- Once printed, 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 (First done for Seniors, then again for Underclassmen)

The best way to determine SBLC codes for underclassmen is to run the Rank report or the Carnegie Units Earned Report, then sort on credits earned. Students without the necessary credits would be marked retained. Seniors on a diploma pathway without a passage of state tests indicator would be retained as well.

- 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 (TRA) to grade 9

  - 10 Promoted - Transition 9th (TRA) to grade 10

  - 12 Retained – Failed IBC Credential Exam

16. ___ Print a List of Retained Students (Done for Seniors first, then later for Underclassmen)

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

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

- Set to show "Retained"

17. ___ Repeat Step #12: Cumulative GPA Ranking Report (First for Seniors, later for Underclassmen)

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

18. ___ Print Final Report Cards (First for Seniors, later for Underclassmen)

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.

    - For the Attendance information, usually the "From" date is set to the start of the year and the "Thru" date is set to the last day of school. "Skip Absence Codes" are usually set to skip all of the "P" codes.

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 Address Line
☑ Show Homeroom Teacher
☑ Show Counselor
☐ Show Team
☐ Highlight Course Lines
☑ Show Active Courses Only
☐ Show F (non-numeric) on policy failure
☑ Show Fees

☑ Show Grading Scale
☑ Show Comments
☑ Show Comment Assessement
☐ Show Advisor
☑ Show Current Year EOC Scores
☐ Show All Highest EOC Scores
☑ Show Class Period
☐ Use Long Course Name
Default Language : en English

Non Grades
Display the below items

From : Year Start / End Dates
Thru :

Verify with District Coordinator on what to skip

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

- At the bottom, before printing, be sure to re-run the "**Mass Calc Sem/Final Grades**" one more time.

    - First for Seniors, later for Underclassmen.

- Click and run the **"Calculate Current Year GPA"** to get the most accurate gpa on the final report card.

Grades GPA Calculation Setup - 01.10.19 [×]

Year :	Current Year
District :	028
School :	002
Grade :	12
Marking Period :	

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

OK
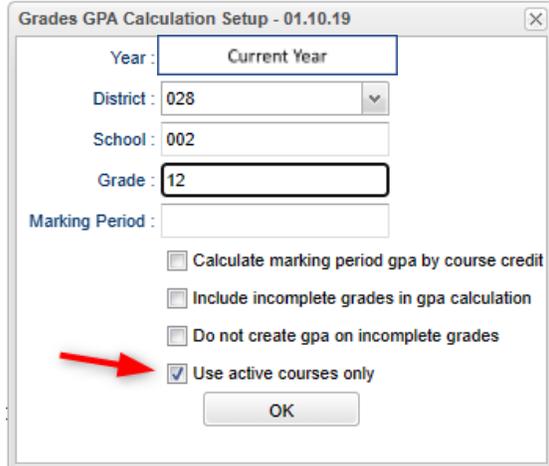
- Finally, click the "Print" button to print the report cards.

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

- **In** the *IGP* tab of Student Master, the user can enter the Diploma Endorsements of a Senior on student at a time.

- **Fastest way to do this**: Go to *Student Master > Loaders > Diploma Endorsement Fast Loader*.

- Set for grade 12, then check the option for "Append".

- Select students on the left, and the diploma endorsement on the right.

20. ___ (Optional) Post Exits for Graduating Seniors

*Discuss with your district coordinator to see if this is a step taken 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 any "Retained" SBLC Codes, and set the "As of Date" as the last day of school.

School :	002
Grade :	12
Gender :	
Ethnic :	
Leave Code :	
Team :	
Exclude SBLC Codes :	F,Y,Z,11,W,D,J,13,6,1,L,T...
Program :	
Clubs :	
Special Codes :	
Student :	
As Of Date :	Last Day of School
Special Ed :	● All ○ Sped Only ○ Non Sped
504 :	● All ○ 504 Only ○ Non 504

OK

Don't do this until on or after the 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.

15	12 D Marriage
16	18 D Pregnancy
17	19 D Religion

Leave Date :   Last Day of School

- Locate the column header "Leave Code". Click the "Select All" box. This will place an asterisk for each student's name.

- 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**?

  - **Wrong code?** Click on the student's incorrect code on left (this will place an asterisk marker), then pick correct leave code one on the right.

  - **Need to "blank" or remove the leave date AND leave code?**

    - On the bottom right where the date is located, click on the month, select the "blank" above January. A message will indicate you have selected a blank date. Click Ok as you are good to proceed.

    - On the left. click the student(s) incorrect code on the left (this will place an asterisk marker)

    - On the upper right, pick the "blank" leave code.

    - The leave code AND date will change to blank.

- **Running Lists and Counts after Exiting Graduates:**

  - **NOTE:** If Seniors are exited as graduates on the last day of school, on any report, remember to set the "As of Date'' to the day before the last day of school. Otherwise you see no seniors who were exited this way on counts or reports.

  - If Seniors are not exited as graduates on the last day of school, a grade 12 student does not have an SBLC code that indicates "Retained" will be considered a graduate.

21. ___ **Post Exits for Certificate of Achievement**

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

- In the **Leave Date** field, set the leave code to **62 O6 E Certificate of Achievement** with the **Leave Date** set to the last day of school.

- Click **Save** to store the leave information.

22. ___ 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.

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

These Seniors do not need to be rolled over to next year, therefore we will exit them.

- 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 and ==enter 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 way exit the student with a **61 04 E Graduation/Early Graduation** leave code.

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 **all grades for all students** are calculated, checked, and sent home.

- Don't do a lock after Seniors depart. There are classes with a mix of different grade levels, and you do not want to lock these gradebooks yet.

- 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.

- In many large districts, the district coordinator performs this step.

- Notify your district coordinator that the current year grades are complete.

- Default, first run settings are shown below.

- If you change current year grades after a grades closeout, be sure to manually update the grade change in the student's transcript as well.

- ==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.