

EOY Checklist for Grades 9-11

It is of utmost importance that these steps are done in this order!

1. Finalize Grades (pgs. 1 – 3 in the EOY Guide)

- a. Principal Communicates Grade Deadline for Teachers
Enter Final Averages for Virtual or Other “Off Campus” Courses
- b. Check for Missing Grades (Missing Grades Audit / Incomplete Grades Audit)
- c. Mass Calculate Semester to get Final Averages

2. Check Reports (pgs. 3 - 7 in the EOY Guide)

- a. Check for Missing Final Averages (Missing Grades Audit – F1)
- b. Print Grade Sheets for Teachers (teachers verify grades and sign off)
 - i. Correct grades as per teacher feedback
- c. Repeat Mass Calculate Semester to update Final Averages
- d. Run an initial Cumulative GPA Ranking report, don't forget to update GPA first
- e. Use the Carnegie Units Earned Report and Check Diploma Paths and Credits Earned for Grade Placement
- f. Print and Check Transcripts

3. Mark Failures & Print Report Cards (pgs. 7-9 in the EOY Guide)

- a. Assign SBLC (Retention) Codes
 - This includes T9, transitional students
 - 9 Promoted – Transition 9th to grade 9
 - 10 Promoted – Transition 9th to grade 10
- b. Print a List of Retained Students
- c. Run the Cumulative GPA Ranking report again, don't forget to update GPA first
- d. Print Cumulative History Labels (Avery 5164)
- e. Print Final Report Cards

4. - We do not Post Exits for underclassmen (skip p. 10)

5. Close Out the Year (pg. 11 in the EOY Guide)

- a. Grading Period Lock (*verified by Data Department*)
- b. Grade Closeout (EOY) (*notify the Data Department that you are ready*)
 - STS Upload for 9th – 11th graders (*done by Sharon*)
 - STS Error Corrections in Transcripts (*done by counselors*)
 - STS Resubmission for Approval (*done by Sharon*)