

# EOY Senior Close Out Procedures

**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**
- e. Use the Carnegie Units Earned Report to verify Grad Requirements (one more time)
  - i. This should have been ran and verified multiple times up to this point
- f. Print and Check Senior Transcripts

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

- a. Assign SBLC (Retention) Codes
- b. Print a List of Retained Students
- c. **Repeat** the **Cumulative GPA Ranking Report**; **don't forget to update GPA first**
- d. Print Cumulative History Labels (Avery 5164)
- e. Print Final Report Cards
- f. Post Diploma Endorsements for Seniors

## 4. Post Exits (pg. 10 in the EOY Guide)

- a. Post Exits for Certificate of Achievement
- b. Post Exits for LAA1 Graduates
- c. Post Exits for Foreign Exchange Students Returning Home
- d. Post Exits for Completers or Students who Passed the HiSet/GED
- e. Post Exits for Seniors Retained Due to Testing, but Have Completed all Carnegie Units

## 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 Initial Upload for Graduation Approval
  - STS Error Correction
  - **Repeat** the **Cumulative GPA Ranking Report**, anytime grades have changed during this process - don't forget to update GPA first
  - STS Resubmission for Graduation Re-Approval