



## **End of Year Guide 1819 High Schools**

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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 deadline 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

Check with your district coordinator to learn if this step is still necessary in your district. Louisiana now accepts 11th grade graduates, but it may have implications that need to be discussed at the district level.

- In the student's Student Master screen, post a leave date and leave code of **"20 15 Exit grade for re-assignment to another grade."**
- Reenroll the student by doing the following:
  - While still on the student's Student Master record, click **Action**, then **Reenroll**. Click on the enrollment record with the exit code posted in step 2.
  - Import the student as normal but update the grade to **"12"**.
  - Be sure to use the same entry date as the exit date.
  - Use 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 simply 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:** 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.

The screenshot shows a configuration window titled "Setup-06.06.2017" with the following fields and options:

- Year: 1718
- District: 026
- School: 010
- Grade: 12
- Homeroom: [Empty]
- Team: [Empty]
- Special Codes: [Empty]
- Exclude Special Codes: [Empty]
- Programs: [Empty]
- Skip Codes: 59,40,56,55,34,11,03,47,4...
- As Of Date: Apr 16, 2018
- 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 button

- **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 or 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 EOC Scores (Usually done by District Data Office)

Usually done by the District Coordinator, the EOC scores are imported for EOC 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, 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....
  - Go to **Post Grades by Student** and manually enter the Final.
    - You can ask the teacher to enter the final on the grade sheets (upcoming step), then hand entered.
  - Go to Post Grades by Student and enter an “E” (exempt) for the missing marking period grade.
    - The system will average the final based on the other grades present.
  - Go to Post Grades by Student and enter the missing marking period grade.
    - When a subsequent calculation is done, the full set of grades will cause a final to be calculated.

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

The denial of credit is posted to the "Final" average and is noted with an asterisk (ie... 2f\*).

Classes with an "F" average are set to "hide" so that a denial is not posted to classes that are already failed due to academics.

- Go to *Attendance > Counts > Attendance by Course and History*. Set for date range, grade level, counts to search for, skip codes, and a posting of denial to F1 or F2. Setup is shown below.

The screenshot shows the 'Setup - 06.06.2017' window with the following configuration details:

- Year:** 1718
- District:** 026
- School:** 017  Only?
- From Date:** Jan 10 2018
- To Date:** Apr 16 2018
- Grade:** 12
- Full Threshold:** 10  >=  =  <=
- Half Threshold:** 5  >=  =  <=
- Skip Codes:** ,02,58,29,57,23,26,21,22,...
- Students:** (empty field)
- Print Break on Homeroom:**
- Show Remote Scheduled Only:**
- Active Only:**
- Carnegie Credit Courses Only:**
- Show Half/Full Totals in History:**
- Courses On This Campus Only:**
- Active Schedules Only:**
- Ignore 'Do Not Post Grade' Courses:**
- Include:**  Address  Signature
- Sped:**  All  Sped Only  Non Sped
- Update Manually Posted Grades:**
- Marking Period:** F2  Hide <= F  Hide <=
- Marking Period to Post \*:** F2
- Remove \* From Selected Marking Period Grades:**
- Marking Periods to Remove \*:** (empty field)
- Course Long Name Options:**  Display Long Course Names en English : Language

Annotations in the image:

- Red arrows point to the **From Date**, **Grade**, and **Marking Period to Post** fields.
- A blue callout box points to the threshold radio buttons: "Set to amount desired by school."
- Another blue callout box points to the 'Hide <= F' option: "Set to F1 for 2 semester schedule types."

- When the listing of students comes up, review the results with the administration.
  - Click the select cell for students / courses to have a denial of credit posted.
  - Floating iGear is available to investigate students.
- Click the **"Auto Fail"** button to post a fail average to the courses selected (ie... 2f\*).
- Need a report of these denials? Run the **Non-Academic Failure Review**.
  - Go to *Grades > Lists > Non-Academic Failure Review* and set for **"Attendance Violations"**
  - Review for denials in the F1 or F2 column

## 10. Print Grade Sheets

Print grade sheets for the teacher to review and sign for accuracy. Fixes and corrections are made as a result of any feedback from the teacher.

- Go to *Grades > Lists > Grade Sheets*

The screenshot shows a 'Setup-01.17.17' dialog box with the following fields and options:

- Year: 1718
- District: 026
- School: 010
- Course Grades: (empty)
- Student Grade: 12 (highlighted with a red arrow)
- Periods: (empty)
- Grade Display: Both
- As Of Date: Apr 16 2018
- Show Remote
- Course Long Name Options:
  - Display Long Course Names en English : Language
- Semester To Display Scheduled Students:
  - 4x4 Display:  1st  2nd  3rd  4th  All (4th is highlighted with a red box)
  - 2x8 Display:  1st  2nd  Both (Both is highlighted with a red box)
- OK button

- Select classes and “**Print**”.
- Give to teachers asking them to review, indicate any problems, and sign/date.
  - Save this copy for reference if needed 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 #6 and a subsequent check for missing final averages as in step #7.
- Run on Seniors first, then Underclassmen when ready.

## 12. Check Test Scores for Seniors

**Note:** A "yes" for having passed graduation tests is needed for students earning a graduation diploma. Students not earning a graduation diploma, such as "COA Certificate of Achievement", do not have to have a "yes" for passage of test scores for graduation.

- Fastest way to check:** Run the **Carnegie Units Earned Report**. Focus on the columns “Path” and “Tests” on the setup box.
  - Go to *Transcripts > Lists > Carnegie Units Earned Report*.
- Another way to check:** Run the **Mass Print Test Score Cards**: Bulk print the Test Score Cards for Seniors.
  - Go to *Grades, Lists, then Mass Print Test Score Cards*.
- Need to Edit a Student’s Test Scores?**
  - Go to *Grades > Entry > Test Score Editor*: Use this program to edit, as well as enter, any EOC scores needed for graduation. On setup box, set *Test Type* to EOC and/or LEAP 2025.
  - Tip:** Use the "Student" field to work with one student at a time when entering student test results.

### 13. 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.

- Go to *Transcripts > Transcript Workstation / Action / Rank Report*.
- Ranking Setup Screen:** Set for Seniors with any special code exclusions. Hit the **“Update GPA”** button.

Setup - 03.05.18

Year : 1718

District : 026

School : 010

Grade : 12

As Of : Apr 16 2018

Age From : 0 To : 100

Minimum Units : 23

GPA Display Type : Alpha Basic

Special Code Exclusion : COA,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, set for underclassmen.
- Note:** Always update the gpa and rank anytime things have changed. Doesn't hurt to rerun.

Transcript GPA Calculation Setup - 12.14.15

Year : 1718

District : 026

School : 042

Grade : 12

As of Date : Apr 16 2018

Use current grades

0.5 credit to 1 credit course if only one semester posted, even if final posted

Use semester grades only

Use final grades only

Include P grade as failures

- 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.
- **TIP:** For underclassmen, use 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.

**14. 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.

<b>Student Master Special Code for Diploma Path</b>	<b>IGP Related Information</b>
<b>CTU:</b> TU TOPS University Diploma (Begin use for graduates of 2017-18)	No Career Option required
<b>CCA:</b> CA TOPS Tech Jumpstart Career Diploma (Begin use for graduates of 2017-18)	Career Option required. (Select from R, S, or T codes)
<b>CJA:</b> L1 TOPS Tech Jumpstart Career Diploma alternate pathway	No Career Option required, but often these students have a Career Option anyway.
<b>CND:</b> ND Not Declared. (Optional use only for grade 09)	No Career Option required.
<b>COA:</b> 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.
<b>CO4:</b> C4 Core 4 (Discontinue use after graduates of 2016-17)	No Career Option required
<b>COB:</b> C5 Basic Core (Discontinue use after graduates of 2016-17)	Cluster/Concentration required
<b>CT4:</b> C6 Core 4 with CTE (Discontinue use after graduates of 2016-17)	Career Option required. (Select from A codes - P codes)
<b>COJ:</b> Jumpstart (Discontinue use after graduates of 2016-17)	Career Option required. (Select from R-Regional, S codes, or T codes)

**Fastest Way to Check Diploma Paths, Career Paths, IBC’s and other areas:**

- Go to *Transcripts > Lists > Carnegie Units Earned*. Set for Grade Level and columns to check such as Tests, Sped, Pii, Path, Career, and other areas desired to be checked.

**Fastest Way to Update Special Codes for a Large Group of Students**

- 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...

**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.
- All these students need a Career Option.



## 15. Review / Update IBC's

IBC's are sometimes required for graduation in different Career Options courses of study. These need to be checked to make sure graduates have the IBC's needed to graduate.

- **Fastest Way to Check:** Use the **Carnegie Units Earned Report**. Go to *Transcripts > Lists > Carnegie Units Earned*.
  - On setup, focus on the columns Path, Career Option, and IBC.
  - Check to see that students requiring an IBC have one in the report.
  - **What if there is one missing?**
    - **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).
    - **eScholar IBC Districts:** On the blue **IBC** of IGP or Transcript Workstation, add the IBC here to transmit to STS.

## 16. Print and Check Senior Transcripts

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

## 17. 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.

## 18. 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*.

## 19. 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.

## 20. Print Final Report Cards

Printing the Final Report card is like other times in the year with the exception of the following:

- 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".

## 21. Post Diploma Endorsements for Seniors

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.
- For students earning IBC's, select the "J" code that matches the highest IBC earned.

## 22. 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.

### 23. Post Exits for Completers, Students Who Passed HighSet/GED, or Foreign Exchange Students returning to home country

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

### 24. 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 EOC, 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.

### 25. (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.

15	12 D Marriage
16	18 D Pregnancy
17	19 D Religion
1	

Leave Date : May 23 2019

- 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.

**26. 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.

**27. Grading Period Lock**

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*

## 28. Grades Closeout EOY

This program is performed when all of 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.

## 29. Identify Students with Failing Final Grades

Use the **Grade Distribution Report** to obtain lists of students that have failed courses for the year.

- Go to *Grades > Count > Grade Distribution Report*
- Set the report to search for Final grades, then click on the count of "F" grades on the bottom row of the report.
- These lists are not only handy for determining promotion / retention, but also for new year scheduling request changes or summer school subject lists.