End of Year Guide - Elementary and Middle Schools 1819

Below is a checklist of common procedures associated with closing of a school year for elementary and middle schools.

Organize the order and use of these programs to suit the way you do things. These are suggestions only.
 Please consult with your District Coordinator for a combination of procedures/programs that work best for your district.

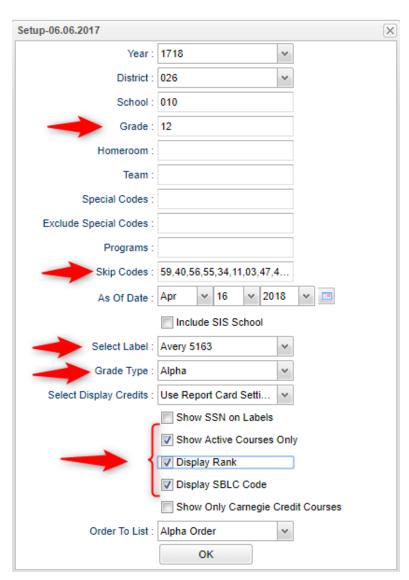
1. ___ Principal or District Coordinator Communicate Grades Deadline for Teachers

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

2. ___ Check for Missing Grades

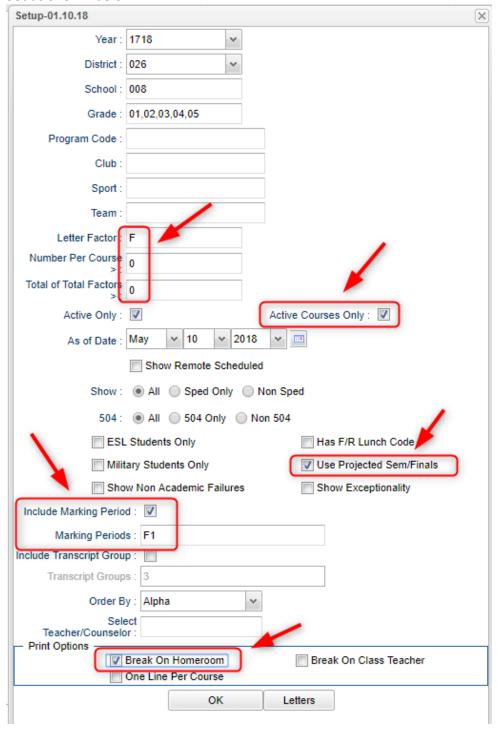
Check for missing grading period grades by printing a plain paper Cumulative History label (kind of like a mini report card).

- 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.



3. ___ Projected Final Averages

- By the Teacher:
 - o In Gradebook, open a section for current grading period.
 - Click Reports / Grades / Term Grades Report / All Students Projected Final.
 - A grade sheet with projected final grades will appear.
- By the Office Staff Member
 - Go to Grades / Lists / Possible Failures
 - Set as shown below:

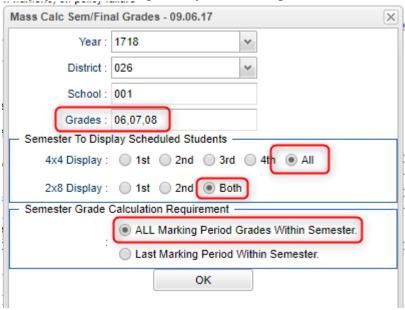


o Click the **Print** button on the top half of the screen. Disregard the bottom half.

4. ___ Calculate Semester/Final Averages

Go to Grades > Lists > Report Cards

- Click the Mass Calc Sem Final Averages button at the bottom.
- Set grade level for grades that use the gradebook.
- If system is running slow, process one grade level at a time.



5. ___ Check for Missing Final Averages

- Using the Cumulative History Label as a mini report card, check that students have a final grade in courses that are needed.
- What do I do if there is a missing final?
 - 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 enter the final grade.

6. Print Grade Sheets

Go to Grades > Lists > 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.

7. Repeat Calculate Semester / Final Averages

Go to *Grades > Lists > Report Cards*

 Due to updates to averages based on feedback from Teachers, a repeat of calculating semester / final averages is performed.

8. Identify Students with Failing Final Grades for Possible Retention

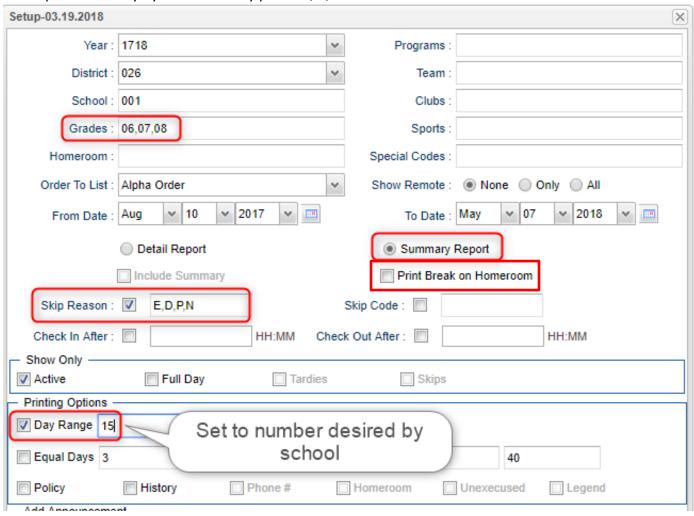
Go to Grades > Count > Grade Distribution Report.

- Use the Grade Distribution Report to obtain lists of students that have failed courses for the year.
- Set the report to search for Final grades, then click on the count of "F" grades on the bottom row of the report.

9. ___ Identify Students to be Possibly Retained due to High Absenteeism

Go to Attendance > Lists > Daily Absentee List.

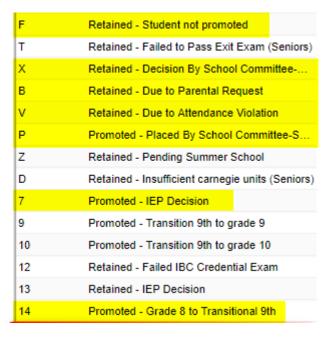
- To get a list of students to review for high absenteeism, run the Daily Absentee
 List in Summary Report mode.
- Skip reasons vary by district. Many pick a D, P, and N code. Others as an E code to the mix.



11. ___ 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.
- Current SBLC Codes:

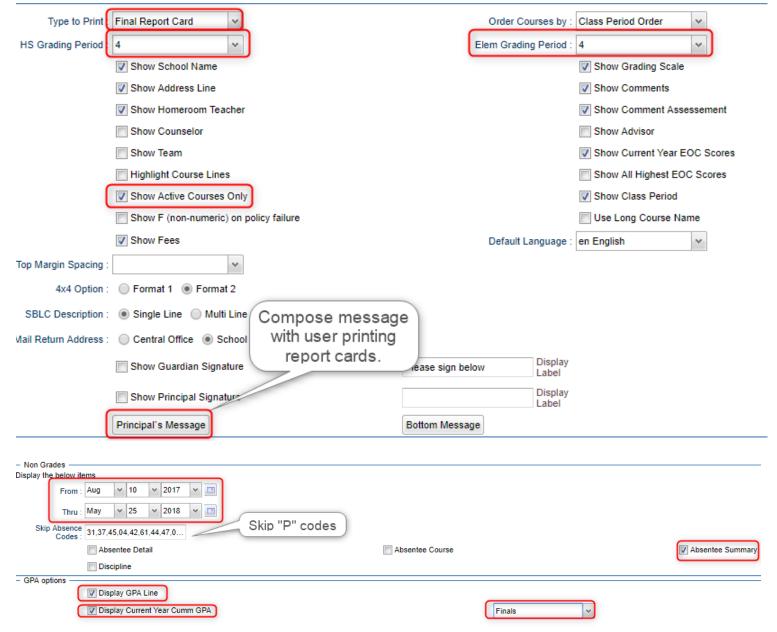


- Fastest way to do this: Use the SBLC Code Loader.
 - Go to Student Master > Loaders > SBLC Code Loader.
 - To assign a SBLC Code to a single student, go to the student's Student Master screen, click in the SBLC field on the right, select a SBLC Code, then click the **Save** button.

12. ___ Print Final Report Cards

Go to Grades > Lists > Report Card.

- Set Type to "Final".
- Set option to **Show EOC scores** if EOC courses are taught at the Middle School.
- Set Attendance Date Range to start of school year to end of school year.
 - Skip codes: Skip all "P" codes.



Be sure to click the "Update GPA" button prior to printing.

13. ___ 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.
- In many districts, all drops and gains are done on the first day of the next school year. In some others, drops for students leaving the district are done on the last day of school. It is best to check with your District Coordinator for directions.

14. Grading Period Lock (Performed by Data Processing)

Go to Grades > Loaders > Grading Period Lock

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

15. ___ Grades Closeout EOY (Performed by Data Processing)

Go to Grades > Loaders > Grades Closeout EOY.

- In some districts, the District Coordinator performs this task. In others, the school performs this task. Check with your District Coordinator if unsure.
- 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.
- For Middle schools offering Carnegie Unit courses: Be sure to check the third option "Include Carnegie Unit Code on (grade >=9)...."

16. ___ Print and Check 8th Grade Transcripts

Go to Transcripts > Entry > Transcript Workstation > Print Multiple

- In Transcript Workstation setup, set to grade 8 and "Official".
 - Check off "Current Year Grades".
- Use the **Print Multiple** button to print Transcripts to be checked for Carnegie unit credits earned in Middle School/Junior High.
 - Only students with Carnegie Unit credit courses will print out.

