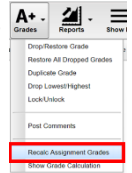


End of Year Checklist – Middle Schools 2019-2020

Below is a checklist of procedures associated with closing of a school year for elementary schools. Once each task is completed, please place initials documenting completion.

1. ___ Principal Communicate Grades Deadline for Teachers

- Principal communicates deadline for all assignments to be in WebGradeBook via emails, websites, or other means. Make sure teachers **“Recalculate Assign Grades”** before you begin process.
- Place reminders by the sign in book, teacher’s lounge, etc...



2. ___ Check for Missing Grades (COMPLETE MORE THAN ONCE)

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

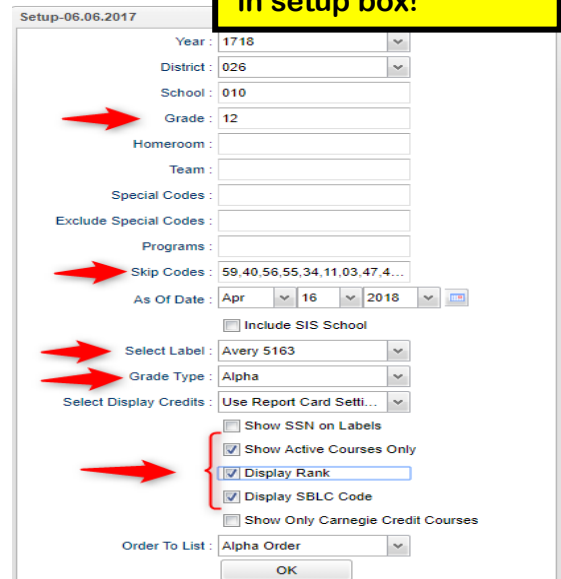
Missing Grades Audit → Go to *Grades > Entry > Missing Grades Audit*

- Use this report to check for missing grading period grades. This is important because a missing grading period average will result in no promotion/retention not being determined properly.
- For middle school sites, the report should be set for **P1, P2 and P3**.

Cumulative History Label → Go to *Grades > Lists > Cumulative History Label*

Change year to 1920 in setup box!

- 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 averages, come back to this report to review any missing semester averages.
- After grades are checked and finalized, use this report to print labels for the cumulative folders.



3. ___ Incomplete Grade Audit (COMPLETE MORE THAN ONCE)

Go to Grades > Lists > Incomplete Grades Audit.

- Check for **“I”** (incomplete) grades, which are the result of **“I”** grades given to assignments in WebGradeBook.
- 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.

4. District Test Coordinator - Import EOC Scores

#4. Skip this step for 2019-2020 School Year

- Usually done by the District Test Coordinator, the EOC scores are imported for EOC classes at the middle school level.

5. Calculate Semester Averages (COMPLETE MORE THAN ONCE)

Run an initial calculation of semester averages to review and check.

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.**

Mass Calc Sem/Final Grades - 09.06.17

Year: 1718

District: 026

School: 001

Grades: 06.07.08

Semester To Display Scheduled Students

4x4 Display: 1st 2nd 3rd 4th All

2x8 Display: 1st 2nd Both

Semester Grade Calculation Requirement

ALL Marking Period Grades Within Semester.

Last Marking Period Within Semester.

OK

6. Check for Missing Semester Averages

This is basically a repeat of step #2, but here we focus on the final averages in **S1 or S2**.

- Using either the Cumulative History Label, or the Missing Grades Audit, check that students have a semester grade in courses that are needed.
- What do I do if there is a missing semester grade?** Either of the following depending on the situation....
 - Go to **Post Grades by Student** and manually enter the Semester.
 - You can ask the teacher to enter the final on the grade sheets (upcoming step), then hand enter the final grade.

7. Print Grade Sheets (COMPLETE MORE THAN ONCE)

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.

Please Note: Teachers need to print a copy of their Attendance Roll book and Grade book to keep for documentation purposes

- 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.

Setup-01.17.17

Year: 1718

District: 017

School: 010

Course Grades:

Student Grade: ,09,10,11

Periods:

Grade Display: Both

As Of Date: May 03, 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

2x8 Display: 1st 2nd Both

OK

8. ___ Repeat **Mass Calculate Semester Averages**

Go to Grades > Lists > Report Cards or **Go to Grades > Entry > Post Grades Master > Admin > Mass Calculate Sem/Final Averages.**

- Due to updates to averages based on feedback from Teachers and Grade Sheets, a repeat of calculating semester averages is performed as in step #5.

9. ___ **Identify Students with Failing Final Grades for Possible Retention**

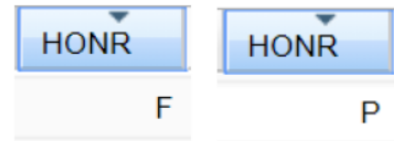
Go to Grades > Count > Grade Distribution Report

- Use the Grade Distribution Report to obtain lists of students that have failed courses for the year.
- Set the report to search for **“S1 and S2”**; **“Nine Weeks Semester 1 and Semester 2 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 or summer school lists.

10. ___ **Verify High School Credit Courses in Master Schedule**

Go to Scheduling > Entry > Master Schedule Editor

- Look at all High School credit courses in the Master Schedule to confirm the course(s) are coded properly in the **“Honors”** column with either an **“F” (Full Credit)** or **“P” (Partial Credit)**.
- This step will ensure that all Carnegie credits will appear on the transcript at the end of the school year.



IMPORTANT NOTE: Please make sure you review the document released by the Accountability Department **“District Level Middle School Promotion Guidance Information & Reference Sheet for Grades 6-8”** to be in compliance with the new guidelines. **See snapshot below.**



District Level Middle School Promotion Guidance
Information & Reference Sheet for Grades 6-8
April 2020

Teachers will utilize the following information to guide system level promotion and retention decisions for students enrolled in grades 6-8:

- With the elimination of the 4th 9-weeks, the final average for the 3rd 9-weeks grade will become the second semester average for all students
- Using the first semester average and the second semester average, teachers shall then use the promotion criteria found on page 12 of the local pupil progression plan to determine promotion status
- For students who do not achieve promotion status via the above criteria, the SBLC process is required. The School Building Level Committee (SBLC) process is used to determine placement for following year. Please refer to the local pupil progression plan for information on the composition, functions and procedures of the SBLC.



District Level Middle School Promotion Guidance
Information & Reference Sheet for Grades 6-8
April 2020

Middle school students completing courses for high school credit follow the local and state course credit and promotion guidance for high school courses will receive credits according to procedures in the local pupil progression plan. As with all other grades and subjects, the LEAP 2025 testing requirement for students currently enrolled in traditional end of course subjects has been waived due to COVID 19 impact.

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 the student is being promoted.
- Use the **SBLC Code Loader** or **SBLC Code column** on Student Master to mark students as **"Retained"**.
- These SBLC codes and text print on the final report card and on cumulative history labels.
- **Fastest way to do this for multiple students: Use the SBLC Code Loader**
 - **Go to Student Master > Loaders > SBLC Code Loader**
 - Click to place an asterisk for students to be retained, then select the SBLC code on the right.
- **To load 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.

Entry Date :
Leave Date :
Country Entry :
SBLC Code :
School :
District : 017
Year : 1920

12. ___ Print Retained List for School Administration Review

Go to Grades > Lists > Retained Promoted List.

In this step, the school prints a list of retained students for the school administrator to review.

- At the setup, set for all grades, **"Retained"**, and place a check for **"Show Number of Times repeated"**.
- The report will show the list of students marked retained and a column showing the number of times in the student enrollment history that the student was retained.
- Print and ask School Administrator to review and approve.

Change year to 1920 in setup box!

Year : 1819
District : 001
School : 006
Grade : 06,07,08
Ethnic :
Gender :
Special Codes :
Program :
Team :
SBLC :
Order To List : Alpha Order
As Of Date : Apr 24 2019
Show : Both Retained Promoted
Sped : All Sped Only Non Sped
 Show Number of Times repeated
OK

IMPORTANT NOTE: Please thoroughly read and follow the Final Report Card steps in **#13**. School sites must follow these steps for district report card printing.

13. Print Final Report Cards

Go to Grades > Lists > Report Card.



Printing Final Report cards is similar to other times in the year with the exception of the following:

Set Type to **"Final PS Mail"**

Type to Print: Final Report Card (PS ...)

- Report Card
- Final Report Card
- Progress Report
- Report Card (PS Mail)
- Final Report Card (PS Mail)**

- Set option to Show EOC scores if EOC courses are taught at the Middle School.
- Be sure to click the **"Update GPA"** and **"Mass Calc Sem/Final Grades"** button prior to printing.
- Save report card files as a PDF file (*print two copies to keep at school site for documentation purposes & email file to the SIS Team for Final Report Card printing*)

Update GPA setup for 1920 School Year:

Grades GPA Calculation Setup - 01.10.19

Year: 1920
 District: 017
 School: 097
 Grade: 06,07,08
 Marking Period: P1,P2,P3,S1,S2

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

VERY IMPORTANT: SCHOOL MUST VERIFY ALL REPORT CARDS TO MAKE SURE NO GRADES ARE MISSING FOR STUDENTS

Save PDF file under the following: **Final Report Card 1920 School Name Site #** (i.e. **Final Report Card 1920 Broadmoor Middle School 015**)

Email Final Report Card PDF file to the SIS Team (sisteam@ebschools.org): **VERY IMPORTANT** – Please make sure you use the exact verbiage given below in the subject line to secure the file. (see additional instructions at the end of packet)

****Subject Line: Secure Final Report Card 1920 School Name Site #**
 (i.e. **Secure Final Report Card 1920 Broadmoor Middle School 015**)

To: + SIS Team

Cc:

SECURE Final Report Card 1920 Broadmoor Middle 015

EMAIL SETUP EXAMPLE

**** Must be emailed by 9:00 am Friday, May 22nd ****

Use the following setup screen options:

Options

Type to Print: Final Report Card (PS ...)

HS Grading Period: 4

Order Courses by: Class Period Order

Elem Grading Period: 4

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

Default Language: en English

Top Margin Spacing:

SBLC Description: Single Line Multi Line

Address=PS Mail Return Address: Central Office School

Show Guardian Signature
 Show Principal Signature
 Use Signature Images
 Principal's Message

Show Grading Scale
 Round Grading Scale
 Show Comments
 Show Comment Assessment
 Show Current Year EOC Scores
 Show All Highest EOC Scores
 Show Class Period
 Use Long Course Name
 Use Watermark

Optional Title:

Non Grades
 Display the below items

From: Aug 08 2019
 Thru: Mar 13 2020

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

14. ___ **Dropping Students - End of Year**

- All drops and gains are done on the **first day of the next school year (8/6/2020)**.

15. ___ **Grading Period Lock**

- Grading Periods in WebGradeBook will be **LOCKED** by the district office on **May 21st** at the close of business day to preserve the integrity of the assignment records.

16. ___ **Print and Check 8th Grade Transcripts**

Go to Transcripts > Entry > Transcript Workstation > Print Multiple

If the middle school students take Carnegie Unit courses, it is a good idea to print Transcripts to verify these courses are correct.

- 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.
 - Only students with Carnegie Unit credit courses will print out.

Setup - 05.01.18

Year: 1718

District: 026

School: 030

Grades: 08

Transcript Type: Official

Show Current Year Grades

Find Only Active Students

More Options

Basic Grades

Printing Official

Set Defaults

OK

Once the above steps have been completed and initialed by the person who completed each task, please have your principal sign, scan and email this document to the following address sisteam@ebrschools.org and TBrazier@ebrschools.org

Principal Name

Principal Signature

Counselor Name

Counselor Signature

School Location Name & Number

Date