End of Year Guide 1920
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**
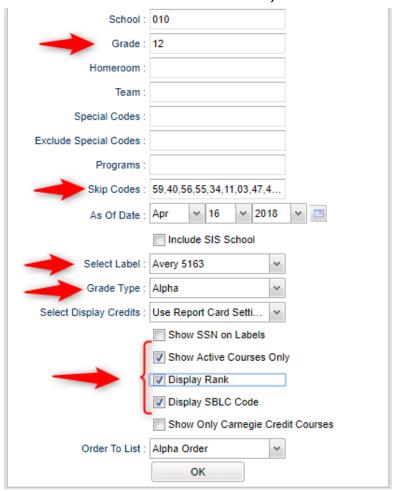   For virtual courses, or other types of courses where the student is given a final for a course typically taught away from school (ie, community college, technical college, university), enter the final average of the course.
   - Go to *Grades > Entry > Post Grades Master (work with a class of students) 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 <u>is not</u> 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 as "mini report cards"**: 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.

Field	Value
School :	010
Grade :	12
Homeroom :	
Team :	
Special Codes :	
Exclude Special Codes :	
Programs :	
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

- **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 o 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. **___ (Not applicable for Spring due to Covid) Import EOC Scores (Usually done by District Data Office)**

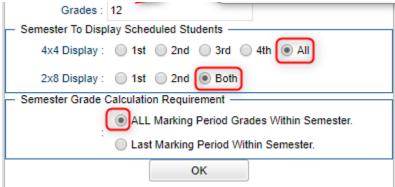   Usually done by the District Coordinator, the EOC scores are imported for EOC classes.

    ▪ 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. ___ (Not Applicable due to Covid) Identify Students with High Absences for Possible Denial of Credit

10. ___ Teacher Review of Grades and Final Grades Signoff
Due to teachers being away from school, one way to have teachers check and review final grades to use the Term Grades Report in Classroom.

- Teacher goes to Classroom and opens up course per usual.
- Go to "Rosters", then "Grades", then "Term Grades Report".
- Teacher will see all students with marking period grades and final
- Teacher would communicate back to office on a problem noticed, if any.
- 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 "Y" or "C" for having passed graduation tests is needed for students <u>earning a graduation diploma</u>. 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.

- **For Covid Exception**: If a Senior, and if needing a test to graduate in Senior year, JCampus automatically creates a "C" exception to state in STS build.
  - "C" shows on Carnegie Units Earned report and on STS build to state.
  - On transcripts, only prints a "Y" because colleges and jobs would not understand a "C".

- **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*.
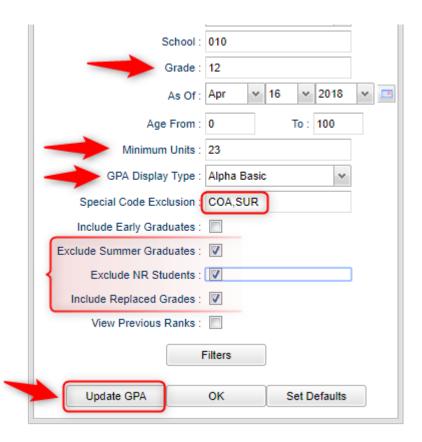 - Can now "SAVE" the configuration.

- **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.
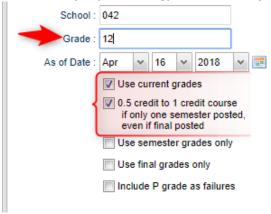
13. ___ Run an Initial Cumulative GPA Ranking Report
Use the report to do a quick check that students have enough credits to graduate and get an initial look over of the ranks.
- Go to *Transcripts > Transcript Workstation / Action / Rank Report*.
- **Ranking Setup Screen**: Set for Seniors with any special code exclusions. Hit the "**Update GPA**" button.

- **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.**

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.

Student Master Special Code for Diploma Path	IGP Related Information
CTU: TU TOPS University Diploma (Begin use for graduates of 2017-18)	No Career Option required
CCA: CA TOPS Tech Jumpstart Career Diploma (Begin use for graduates of 2017-18)	Career Option required
CJA: L1 TOPS Tech Jumpstart Career Diploma alternate pathway	No Career Option required, but often these students have a Career Option anyway.
CNG: Non-Graduate/Non Diploma Seeking	No Career Option required
CND: ND Not Declared. (Optional use only for grade 09)	No Career Option required
COA: 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.

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.
  - NOTE: You can now "SAVE" the report in different variations.

15. ___ Review / Update IBC's: Covid Update

*For Seniors who have the following conditions:
- In Tops Tech Jump Start
- Possesses no IBC

Do the following: On the "IBC" button, add code "919 Covid 19 IBC Waiver"

*For Act 833 Tops Tech Jump Start, or CJA: *Not sure at this time*.

*For Underclassmen working on IBC who did not complete: *At this time, not sure*.

- **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*.

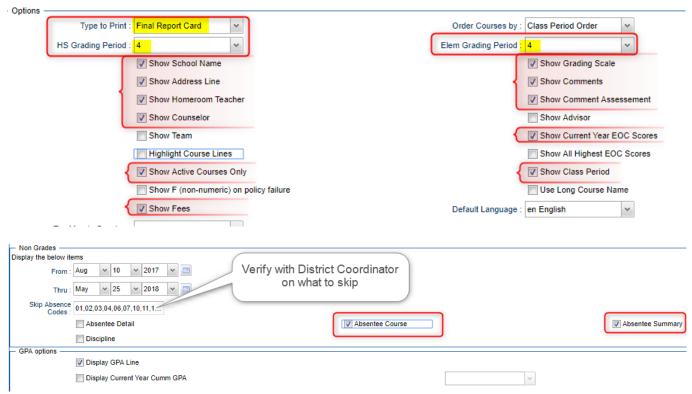**19. ___ Repeat Step #12: Cumulative GPA Ranking Report**
Repeat the GPA Ranking and GPA Update to adjust rank for any students who have been marked as retained and catch any recent changes to transcripts or grades.

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. ___ (No longer Used in School Accountability) 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 Students Who Passed HighSet/GED, or Foreign Exchange Students returning to home country, or LAA1 Graduates

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
    - LG 04 E LAA1 Graduate (send option code 9)

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

24. ___ (Most likely does not apply due to Covid) 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.
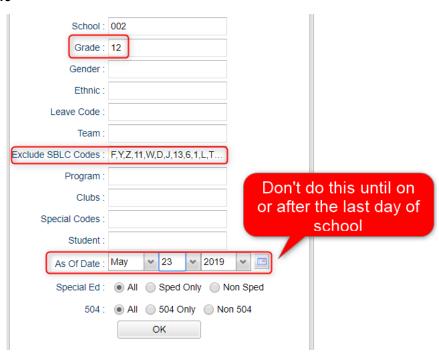
25. ___ (Optional) Post Exits for Graduating Seniors

*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.

School : 002
Grade : 12
Gender :
Ethnic :
Leave Code :
Team :
Exclude SBLC Codes : F,Y,Z,11,W,D,J,13,6,1,L,T...
Program :
Clubs :
Special Codes :
Student :
As Of Date : May ⌄ 23 ⌄ 2019 ⌄
Special Ed : ⦿ All ◯ Sped Only ◯ Non Sped
504 : ⦿ All ◯ 504 Only ◯ Non 504
OK

Don't do this until on or after the last day of school

- On the bottom right, set the "Leave Date" to the last day of school.

- 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, <u>be sure to click in the leave date cell to remove the asterisk</u>. 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 <u>on the first day of the next school year</u>.

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.