

End of Year Guide – High School Seniors 2020 - 2021

Below are procedures to guide with the closing of the academic school year for the senior class of 2021. The individual completing each task **MUST** supply initials on the provided line to signify the task has been completed.

PLEASE Note: Some steps below are repeated depending upon the feedback or other circumstances.

Completed Early May ~ Pulse Check

1. Grades Deadline for Teachers May 11th, 2021 (no later than Noon)

- Principals **MUST** ensure final grades are submitted according to district implemented **DEADLINE (May 11th, 2021)**

2. Move Graduating Juniors to Senior Grade Level

- Should be completed when the student has earned enough Carnegie units to be classified as a 12th grader.
- In the screen of “**Student Master**”, enter a leave date and leave code “**20 15 Exit grade for reassignment to another grade.**”
- In the “**Student Master**” screen as well, click on **ACTION** to re-enroll the student, which will create a new enrollment record.
- Import the student as normal; however, update the grade level from 11th to 12th.
- Be sure to use the same entry and exit date.
- Select 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. Now, the student should be classified as a 12th grader for the SY2021.

3. Enter Final Averages for Virtual or "Off Campus" Courses _ May 11th, 2021 (no later than NOON)

For virtual courses, or other types of courses where the student is given a final for a course typically taught away from school (i.e., community college, technical college, university), enter the final average of the course.

- For 2x8 schools: 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:** Select 12 as the grade level, then select “**Progress Report**” Mode. On the bottom, locate teacher/class. Enter grades in the **S1** or **S2** cell, and then click the **SAVE** icon at top.
 - Post Grades by Student:** Set for **Progress Report Mode**. Locate the student’s name and enter grade(s) earned in **S1** or **S2** or **both semesters**, and then click the **SAVE** icon.
- For 4x4 schools: 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:** Select 12 as the grade level, then select “**Progress Report**” Mode. On the bottom, locate teacher/class. Enter grades in the **S3** or **S4** cell, and then click the **SAVE** icon at top.
 - Post Grades by Student:** Set for **Progress Report Mode**. Locate the student’s name and enter grade(s) earned in **S3** or **S4** or **both semesters**, and then click the **SAVE** icon.

NOTE: Both 2x8 and 4x4 schools: If a course a student has earned credit for is **NOT** in the Master Schedule, manually enter the course name and semester grade under the correct column (S1 or S2)

- Go to **Transcripts > Entry > Transcript Workstation.**

4. 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. (Select from R, S, or T codes)
CJA: L1 TOPS Tech Jumpstart Career Diploma alternate pathway for students assessed on	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.

- 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....
 - Click **SAVE** to capture the special codes on students' records

Fastest Way to Update Career Options codes for CCA (Tops Tech Jump Start):

- Go to **Student Master > Loaders > Career Loader**
- Set Special Codes to CCA. A career option is required for all students coded as CCA.

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

- Go to **Transcripts > Lists > Carnegie Units Earned**.
- Set grade level and columns to verify certain academic requirements for students. (ex: test scores, Sped, PII, diploma pathway, career options, etc.)

Update Special Codes Related to Privacy in STS

- CON:** Consent to share Pii (STS data shared to LOSFA - TOPS)
- DNC:** Do not consent to share Pii (STS data not shared to LOSFA - TOPS)
- Blank:** Do not consent to share Pii (STS data not shared to LOSFA - TOPS)

Update Act 833 Special Code if Needed

- This code is assigned based upon the student's IEP.
- Special Code "**ACS: Act 833 EOC Alternate 5% Scale**"
(Used to identify Act 833 students to ensure 5% calculation on EOC AND handle Y/N of passage of tests for graduation).
- Special Code "**AC8: Act 833 Student**"
(Used to identify Act 833 students to handle of Y/N of passage of tests for graduation).

Update State Student Information System (SIS) Additional Path Codes

- OM2:** Op5 Non-Diploma School/Program
- OM3:** Op6 Connections Pathway (only grade 8)
- OM4:** Op7 Skills Certificate after Connections Pathway
- OM5:** Op8 Pursuing GED-HI Set after Connections Process
- TRA:** Used to identify students classified as Transitional 9th Graders ("T9").

5. Update FAFSA Status in Special Codes-Primarily for Juniors and Seniors (MANDATORY)



- Remember, **ALL** 2021 graduates require a FAFSA code. See special code chart to the LEFT.
- Make sure the correct special code is selected
- The documentation on campus must support the FAFSA code selected.
- There is no need to enter an end date on the FAFSA code.

6. Check for Missing Grades

- **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.

The Marking Periods should appear next.

For 2x8 schools:

Select Marking Period		
<input type="checkbox"/>	Value	Description
<input type="checkbox"/>	P1	1st Nine Weeks
<input type="checkbox"/>	P2	2nd Nine Weeks
<input type="checkbox"/>	P3	3rd Nine Weeks
<input type="checkbox"/>	P4	4th Nine Weeks
<input type="checkbox"/>	E1	1st Sem Exam
<input type="checkbox"/>	E2	2nd Sem Exam
<input type="checkbox"/>	S1	Nine Weeks Semester 1
<input type="checkbox"/>	S2	Nine Weeks Semester 2
<input type="checkbox"/>	F1	Nine Weeks Final

Select P1, P2, P3, P4, S1, S2

For 4x4 schools:

Select Marking Period		
<input type="checkbox"/>	Value	Description
<input type="checkbox"/>	P1	1st Nine Weeks (4x4 Semester 1)
<input type="checkbox"/>	P2	2nd Nine Weeks (4x4 Semester 2)
<input type="checkbox"/>	P3	3rd Nine Weeks (4x4 Semester 3)
<input type="checkbox"/>	P4	4th Nine Weeks (4x4 Semester 4)
<input type="checkbox"/>	E1	1st Sem Exam
<input type="checkbox"/>	E2	2nd Sem Exam
<input type="checkbox"/>	E3	3rd Sem Exam
<input type="checkbox"/>	E4	4th Sem Exam
<input type="checkbox"/>	S1	4x4 Semester 1
<input type="checkbox"/>	S2	4x4 Semester 2
<input type="checkbox"/>	S3	4x4 Semester 3
<input type="checkbox"/>	S4	4x4 Semester 4
<input type="checkbox"/>	F1	4x4 Fall Final
<input type="checkbox"/>	F2	4x4 Spring Final

Select P1, P2, P3, P4, S1, S2, S3, S4

Setup-02.25.21

Year : 2021

District : 017

School : 001

Grade : 12

Teacher :

Special Codes :

Team :

Column :

As Of Date : Apr 30 2021

Exclude State Course Code 999999

Marking Period :

Special Ed : All Sped Only Non Sped

504 : All 504 Only Non 504

LEP : All LEP Only Non LEP

Show Remote Scheduled Students

Limit Courses with Final Weight

OK

7. Incomplete Grade Audit (COMPLETE MORE THAN ONCE)

Go to **Grades > Lists > Incomplete Grades Audit**

- An "I" (incomplete) as a grade for any assignment will result in an "I" appearing as the student's grade for the course.
- The "I" is removed when the teacher replaces the "I" with a valid grade for the assignment. Once the incomplete grade is replaced, the teacher has to click "**SAVE**" and "**RECALCULATE GRADES**" all of which is completed in CLASSROOM.

8. Import Testing Scores

Usually LEAP 2025/EOC scores are imported to students' academic records through the Accountability Department; however, there will be times scores will have to be manually entered.

- To enter missing test scores **Grades > Entry > Test Score Editor**

(Remember, only one designee per school site will have the credential to make updates in the Test Score Editor. The designee MUST have attended training and submitted a signed "Security Oath".)**

- Setup GRADE LEVEL, TEST type (EOC and/or LEAP) and STUDENT.
- Enter scores accurately, according to the documentation, then click green **SAVE** cell.
- Test exemptions are entered in the same manner as test scores. All tests the student is EXEMPTED has to be noted in JCampus. (ie... a student exempted from all math tests MUST have exempt as the result for Algebra I and Geometry.)

9. Use the Carnegie Units Earned Report to screen students for Graduation Requirements and State Reporting

- Go to **Transcripts > Lists > Carnegie Units Earned**.
- Set as below: Grade 12, "Filter" for active students only. Click "Ok" to run.

Year : 2021
District : 017
School : 001
Grade : 12
Gender :
Ethnic :
Column :
Report Title :
 Show SSN on Reports
 Show Highest ACT Scores
 Run Absences
 Run Transcript
 Show IBC Description
Current Year : Projected Earned
 Use final grades only
LEAP/EOC : LEAP 2025 EOC Both
Reports :
Filters
Credits Req.
OK

Student Name
Sort Ascending
Sort Descending
Configure Sort...
Auto Fit All Columns
Auto Fit
Columns
Group by Student Name
Freeze Student Name

When students appear on screen, "freeze" the student's name column. Click the drop-down arrow that appears on the Student Name column, then select "freeze". This will allow the user to manipulate the information on the screen to view clearly.

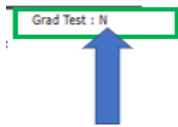
1. **SSN**: If a temporary SSN (starts with a 9), the student will not be able to apply for Financial Aid through TOPS and Federal sources.
2. **PII**: If a student wishes to share data to Board of Regents, there needs to be a "Y" and a signed consent form consent form signed.
3. **Path**: Student diploma path needs to be present. CTU for Tops University, CCA for Tops Tech Jump CJA for Tops Tech Alternate, COA for Non-Graduate / Non-Diploma

4. **Tests:** If a student is to graduate, this needs to be a “Y”.

New for 2021: If a Senior has “N”, student may qualify for the following for Graduation Flexibility:

- Flexibility: Check with your district on definition and application.
1. 01 ACT 17 Composite or 17 Subject
 2. 02 Silver on Workkeys
 3. 03 Extended Learning

- To Assign a Graduation Flexibility Code:** Click on a credit earned value. You will see the transcript workstation open. Close off the setup box. Locate the “Grad Test” field. Click on the “N” and select the Grad Flexibility code that may apply to the student. Close the transcript workstation.
- If a Senior has a “N” due to missing test score information, go to Test Score Editor to enter the missing test information.



5. **IBC:** Review IBC’s earned for graduation. CCA Tops Tech Students are required to have these to graduate.

- Update:** A new IBC code “921 Graduation Flexibility Workkeys Silver or Higher” for Seniors who failed to earn at least one IBC.

b. What if there is one missing?

- Scan the missing IBC, then upload into the student’s blue **IBC** button on the IGP or Transcript Workstation, or via Doc Archive (Student Master or Transcript Workstation / Action / Doc Archive / IBC).

6. **Career Options / Code:** If student is a CCA Tops Tech diploma path, then the student must have a Career Option Code.

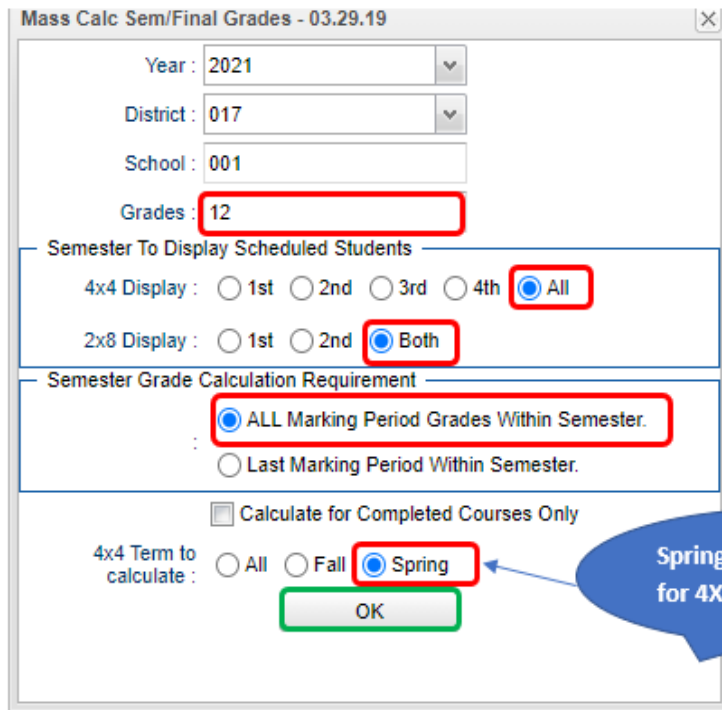
7. **FAFSA:** To graduate, student must have a FAFSA code.

Begin below steps ONCE the TEACHERS have entered grades in their gradebooks

10. Calculate Semester Averages (COMPLETE MORE THAN ONCE)

For SENIORS only run an initial calculation of final averages to review and check. **The 9th – 11th graders will be completed at a later date. See below how this will be complete.**

- Go to Grades > Lists > Report Cards.** At the bottom of the screen, click the “Mass Calc Sem/Final Grades” button.



11. Re-Check for Missing Semester Averages

This is a repeat of number 6 for the steps there.

12. Re-check for Incomplete Grade Audit

This is a repeat of is a repeat of 7 for the steps there.

13. 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, counts to search for, skip codes, and a posting of denial to S1 or S2. Setup is shown below. ***NEW*- Check "Post as manual grade."**

Set 'Full Threshold' to the minimum number of days you would like to sort your report.

'Skip Codes' = Select all D, E, P and N

- ✦ Go to *Grades > Lists > Non-Academic Failure Review* and set for **"Attendance Violations"**.

- ✦ Review for denials in the S1 or S2 column.

- 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**.

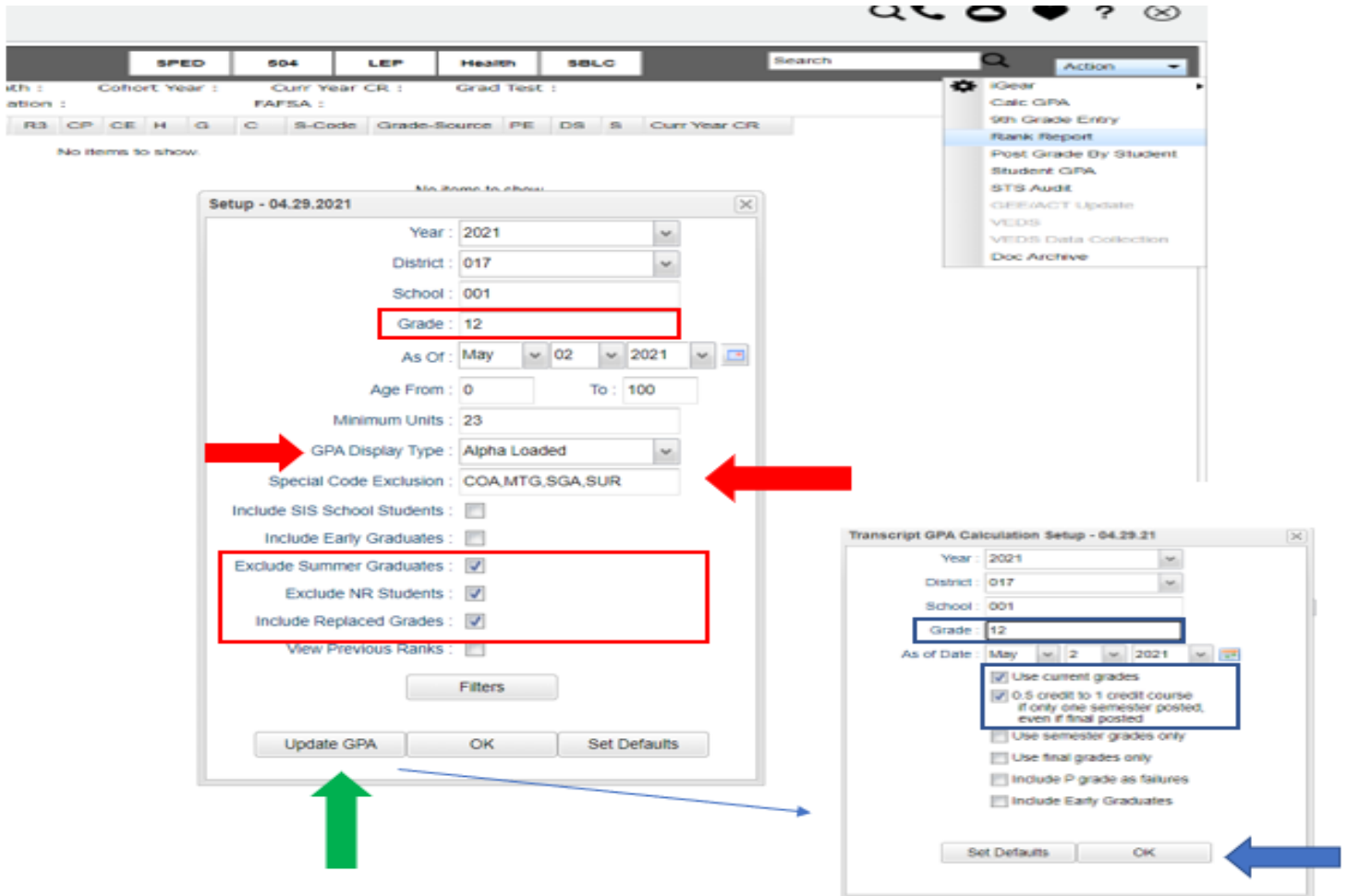
- Go to *Grades > Lists > Non-Academic Failure Review* and set for **"Attendance Violations"**.
- Review for denials in the S1 or S2 column.

Year: 2021
District: 017
School: 001 Only?
From Date: Jan 5 2021
To Date: May 20 2021
Grade: 12
Full Threshold: 10 >= = <=
Half Threshold: 5 >= = <=
Skip Codes: 01,02,03,04,05,07,08,09,1...
Exclude Course(s):
Special Codes:
Custom Codes:
Program:
Students:
 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: S2 Hide <= F Hide <= -1
Marking Period to Post *: S2
 Post as manual grade
 Remove * From Selected Marking Period Grades
Marking Periods to Remove *:
Course Long Name Options
 Display Long Course Names en English : Language
OK Letters

14. Run an Initial Cumulative GPA Ranking Report

This report is used to verify students have met the credits required to graduate and to see the rankings of students among peers.

- Go to **Transcripts > Transcript Workstation > Action > Rank Report** or **Transcripts > Lists > GPA Ranking Report**
- Ranking Setup Screen:** Set for 12th grade with any special code exclusions. Hit the **"Update GPA"** button.
- The steps will return the user to the Ranking Setup Screen. Click the OK button.



- Pay special attention to the "Units Earned" column. Make sure the graduate has enough credits for graduation.
- Review the rankings for accuracy.
- Students **WITHOUT** enough credits and those with a **special code** will appear at the **bottom** of the report.

15. 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.

Tip: Print or sort in batches by "Special Code".

16. Assign SBLC (Retention) Codes (Reference #24 for SBLC codes)

The entering of an SBLC code in Student Master is used to identify those students, who are being retained, going to summer school, pending SBLC decision, etc.

- Go to **Student Master > Loaders > SBLC Code Loader**. (used to assign SBLC codes to multiple students)
- To assign a SBLC Code to a single student, FIND student in Student Master.
- Click in the SBLC field on the right (near entry/leave dates)
- Select SBLC code
- Click the **SAVE** button.
- The SBLC codes/ message will appear on the student's final report card.
- A blank SBLC code means that the student has met promotion requirements.

17. Print a List of Retained Students

- Go to **Student Master > Lists > Retained/Promoted List**.
- Print the retention roster for the Principal to review and approve.
- After the roster has been reviewed and signed by the principal, uploaded the document and submit via Google Classroom.

18. (017092_EBR Readiness ONLY) Drop Graduating Seniors from Alternative Site and alert the Student's Zoned School Site to Re-enroll Student for Graduation

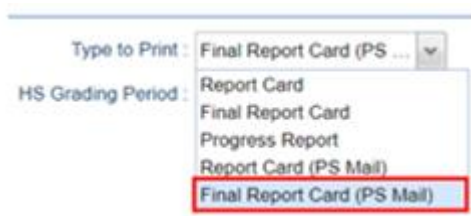
- Drop graduating seniors from alternative site, after the grades earned at the alternative site have been posted to the student's academic record.
- Alternative site must inform the zoned school site the student has been dropped.
- The receiving school must re-enroll the graduating senior, after receiving the notification the student has been dropped. (This will ensure that the student is included in the GPA ranking and graduation count for the zoned school. It will also minimize STS and SIS processing errors at the state level.)

19. Repeat Cumulative GPA Ranking Report

- Go to **Transcripts > Lists > GPA Ranking Report**.
- First, update the Cumulative GPA by clicking the Update GPA button in preparation for generating a new ranking report.
- Repeat the GPA Ranking Report to adjust students' rankings due to those students that were retained or returned to the zoned school from the alternative site.

20. Print Final Report Cards

- Go to **Grades > Lists > Report Card**.
- Printing the final report cards is similar to how it has been completed all year.
- Setup type to "Final". Set option to Show EOC scores.
- 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 for documentation purposes. ▪ Place one copy in a school binder to be kept on-hand and the other one is placed in the student's CUM.



Final Report Card Setup

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

Non Grades

Display the below items

From : Aug 10 2020

Thru : May 20 2021

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

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

****PLEASE FOLLOW PAST DISTRIBUTION OF FINAL REPORT CARD PROCEDURES****

21. Post Diploma Endorsements for Seniors

In the IGP tab of Student Master, the user can enter the Diploma Endorsements of a

senior. ▪ Go to **Student Master > Loaders > Diploma Endorsement Fast Loader**.

- Setup 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.
- Click in the Endorsement field to select from the following:
 - **A1 Academic Endorsement with senior project**
 - **A2 Academic Endorsement with 1 unit AP course and have attempted the AP exam**
 - **A3 Academic Endorsement with 1 unit IB course and have attempted the IB exam**
 - **A4 Academic Endorsement with 3 units non-remedial articulated college credit in core area**
 - **B1 Career/Tech Endorsement with BESE approved industry-based certificate**
 - **B2 Career/Tech Endorsement with 3 college hours in career tech area that articulate to postsecondary institution**
 - **C1 Community Service Endorsement D1 AP course (test score 3 or higher) D2 1 IB course (test score 4 or higher)**
 - **D3 DOE-approved equivalent summative test**

- D4 4 units in World Language/7 units or more in world language immersion D5 Internationally-benchmarked language exam (DELF, DELE, ACTFL)
- D6 Primary Language w/Early Advanced on ELDA; DOE-approved equivalent summative test
- J1 Statewide Basic Credential J2 Regional Credential
- J3 Statewide Advanced Credential
- J4 Alternate Credential (Act 833 Only)

· Click **SAVE** to store the entry.

To get a list of students with **Academic Endorsements**, go to either of the following:

- Go to **Transcripts > Lists > Carnegie Units Earned Report**. Endorsement column is located far right.
- Go to **Student Master > Lists > Prospective Graduation List**.

22. Update FAFSA Status in Special Codes-Primarily for Seniors (MANDATORY)

Value	Description *
<input type="checkbox"/> FAS	FAFSA Completed
<input type="checkbox"/> FDW	FAFSA Hardship Waiver
<input type="checkbox"/> FAW	FAFSA Parent/Guardian Waived
<input type="checkbox"/> FSE	FAFSA Submitted with Errors (...)
<input type="checkbox"/> FTC	FAFSA Tops Form Completion

Remember, **ALL** 2021 graduates require a FAFSA code. See special code chart to the LEFT. Make sure the correct special code is selected and that there is the document at school to support the selected code.

23. 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. (May 20th, 2021)**
- Click Save to store the leave information.

24. Post Exits for Completers or Students Who Passed HighSet/GED

Posting these kinds of exits prevents dropouts against the school.

- Go to **Student Master** and locate the student exiting.
- Click in the Leave Date field.
- Enter the leave date of the last day of school.
- Post ONE of leave codes below:
 - 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 capture the leave information.

25. Double Check SBLC Code/ 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
 - Select a Leave Code of 22 17 E Finished all but GEE/EOC Completed Carnegie Rqmts not GEE/EOC using Leave Date as the last day of school (May 20, 2021)
- Click Save to store the leave information.
 - The SBLC code below will be used to denote SENIORS that are **RETAINED**:
 - D Retained – Insufficient Carnegie units (SENIORS). DO NOT assign a leave date to these students.
 - SENIORS assigned the SBLC code “D” should appear on the retention list generated for the SIS Team in JCampus. Steps outlining how to generate this list will be uploaded into Google Classroom.
 - SENIORS assigned the SBLC code “D” will rollover to the next school year.
 1. The SENIORS will be the summer graduates. **(OR)**
 2. The SENIORS will be enrolled at the zoned school for SY 2021.

26. LAA 1 Assessment

Graduating seniors taking LAA 1 Assessment **MUST** earn a passing score to be awarded a diploma for the SY2021.

- If the senior has met the Carnegie unit requirements for graduation; yet, failed to obtain the required LAA1 score the senior will be retained.
- Use the following SBLC code:
 - T Retained – Failed to Pass Exit Exam (SENIORS).
 - Click in the leave date field.
 - Post the leave date as May 20, 2021.
 - o Select a **Leave Code** of **LG** 04 E LAA1 Graduate (send option code 9) click **SAVE** to capture the leave information.

“Note: Seniors exited with the leave code 22 or LG will NOT rollover to the SY2122.”

27. Begin requesting STS builds to graduate seniors.

- STS Builds are to be requested via Google Classroom.
- The process will continue until all the potential graduates have made it into STS.
- We ask that everyone be patient with process. Many schools are requesting builds at the same time.
- Once submissions are completed, the school counselors will verify the information in STS (Core Progress Report) and the JCampus.
- Student must have a grade date in STS to be as graduate.
- **Students will NOT be allowed to participate in graduation if they have not cleared STS.**

28. Create a List of Students Who Have Special Exit Conditions (Keep for SCHOOL’s documentation)

- Sometimes, users like to make a list of students with special exit situations as described in previous steps.
 - In the left navigation panel, go to **Student Master > Lists > Leave Report List**.
On Setup options, place a check mark for Show E Codes.
In the Leave Codes field, select codes 27, 62, 80, 81, 82, 83, 84.
Click OK to obtain the listing.

29. Dropping Students - End of Year

- All **drops** and **gains** are done on the **first day of the next school year (August 11th) for SY 2122.**
- Seniors who are retained are not dropped at the end of the school year.

30. Submit request to certify graduates

- Please note the number of graduates listed on the submitted graduation list should match the number of students they are being certified as graduates in STS. This will be monitored.

31. Grading Period Lock

- All grading periods in Classroom will be LOCKED by designee at the District Office on **TBA** at the close of business day to preserve the integrity of the assignment records.

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 addresses: sisteam@ebschools.org and TBrazier@ebschools.org.

Note to Principal: Please remember the Request to Certify Graduates Form in STS is required in order to move forward with certifying transcripts in STS. This form has to be signed by the PRINCIPAL, each SCHOOL COUNSELOR, and DIRECTOR of COUNSELING. Once all the signatures are obtained, the form has to return to the SIS Team.

Principal's Printed Name	Principal's Signature
Counselor's Printed Name	Counselor's Signature
School Name and Site Code 017	Date