# EAST BATON ROUGE PARISH SCHOOL SYSTEM

End of Year Checklist – Elementary Schools 2020-2021

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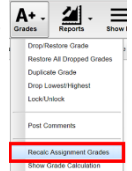
2. ____ Check for Missing Grades (COMPLETE MORE THAN ONCE)

Check for missing grading period grades by running the Missing Grades Audit. This is important because a missing grading period average will result in no semester grade being calculated for the course.

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

- Use this report to check for missing grading period **(P1, P2, P3, P4)** grades. **Reminder:** A missing grading period average will result in issues with determining promotion/retention.
- Students with missing marking period averages will be displayed with grading period columns on the right.
- **What do I do if there is a missing marking period grade?** Either of the following depending on the situation….
  - Work with records or teachers to determine the missing marking period grade.
  - Go to **Post Grades by Student, Report Card Mode,** and click **"Save"** to keep updates.
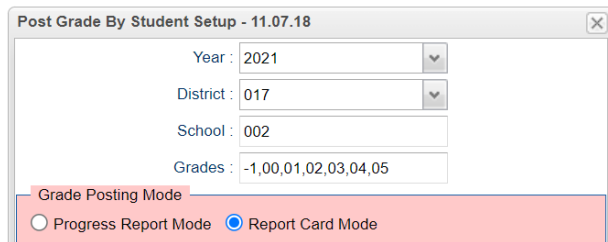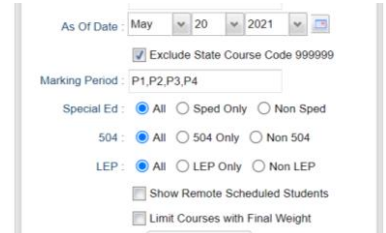
3. ____ Incomplete Grade Audit (COMPLETE MORE THAN ONCE)

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

- Check for **"I"** (incomplete) grades, which are the result of "I" grades given to assignments in GradeBook.
- When the teacher updates the "I" assignment to a valid grade, then click "Save" and "Recalculate Assign Grades", the average is updated. **This will result in an accurate calculation of the grading period average.**
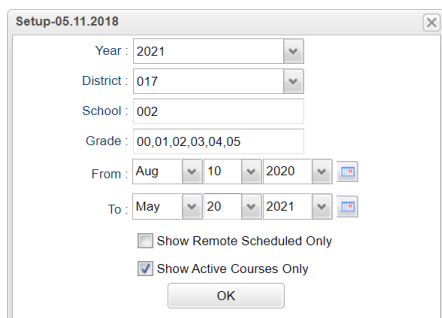
4. ___ Print Grade Sheets (COMPLETE MORE THAN ONCE)

  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.

5. ___ 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 **"P1, P2, P3, P4"**, 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.

6. ___ Identify Students to be Possibly Retained due to High Absenteeism (MUST CONFIRM THIS STEP WITH CWA ATTENDANCE SUPERVISOR AND PRINCIPAL!)
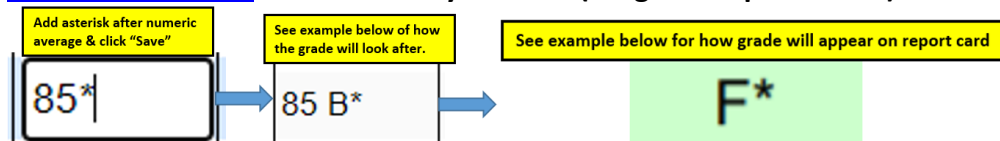
- To get a list of students to review with CWA for high absenteeism, run the Daily Absentee List in Summary Report mode.
- Review the results with CWA Attendance Supervisor and principal.
- The denial of credit (students denied Extenuating Circumstance) will be manually posted to the nine weeks average. The attendance failure will be noted with an asterisk (ie…85*) in Post Grades by Student in Progress Report Mode.

Preferred method of posting Attendance Failures from meeting with CWA Attendance Supervisor
For students denied an Extenuating Circumstance, the manual way to post an attendance failure will be done in Post Grades by Student. **Go to *Grades > Entry > Post Grades by Student***
Task: Manually add asterisk (*) to students denied Extenuating Circumstances (listing provide by CWA Attendance Supervisor) resulting in attendance failure.

JCampus Program: Post Grades by Student (Progress Report Mode)

Add asterisk after numeric average & click "Save"

85*

See example below of how the grade will look after.

85 B*

See example below for how grade will appear on report card

F*

Need a report of these denials to check for accuracy? YES!! Run the **Non-Academic Failure Review**.
Use this report to obtain a list of students given denial of credit due to attendance.

- Go to *Grades > Lists > Non-Academic Failure Review* and set for "**Attendance Violations**"
- Review for denials in the **P1, P2, P3, P4** column

IMPORTANT REMINDER: Please make sure you review the Pupil Progression Plan to ensure your school site is in compliance with promotion/retention guidelines. **See link below.**

2020-2021 Pupil Progression Plan

7. ____ 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 on the right > select a SBLC Code, then click the **Save** button.

Important Note: All students with a SBLC retention code will be captured/updated in the May 28th rollover.

8. ____ 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.

9. ____ Print Final Report Cards

<mark>Go to *Grades > Lists > Report Card*.</mark>

Type to Print : Final Report Card ▾
| Report Card |
| **Final Report Card** |

- Printing Final Report cards is similar to other times in the year with the exception of the following:
- Set Type to **"Final Report Card"**.
- Be sure to click the **"Update GPA"** button prior to printing.

Calculate Current Year GPA

↓

Print
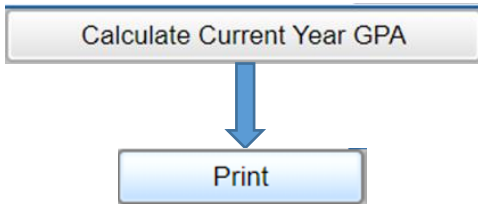
Grades GPA Calculation Setup - 01.10.19 ✕

Year : 2021
District : 017
School : 002
Grade : 00,01,02,03,04,05
Marking Period : P1,P2,P3,P4

☐ Calculate marking period gpa by course credit
☐ Include incomplete grades in gpa calculation
☐ Do not create gpa on incomplete grades
☐ Use active courses only

- Save report card files as a PDF file *(print **two** copies to keep at school site for documentation purposes: 1. Place in a binder at school site; 2. Place copy in student CUM folder)*
- <u>**VERY IMPORTANT:** **SCHOOL MUST VERIFY ALL REPORT CARDS TO MAKE SURE NO GRADES ARE MISSING FOR STUDENTS**</u>

<mark>****PLEASE FOLLOW PAST PROCEDURES FOR <u>SCHOOL DISTRIBUTION</u> OF FINAL REPORT CARDS****</mark>

<mark>**Use the following setup screen options:**</mark>

Options

Type to Print : Final Report Card
HS 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

Order Courses by : Class Period Order
Elem Grading Period : 4

☑ 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
Default Language : en English
☐ Use Watermark
☑ Print To DAS
Optional Title :

Type to Print : Final Report Card ▾
| Report Card |
| **Final Report Card** |

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

10. ____ Dropping Students - End of Year
- All drops and gains are done on the **first day of the next school year (8/11/2021)**.

Entry Date : E1 08/11/2021
Leave Date : L2 08/11/2021
Country Entry :
SBLC Code :
School : 097
District : 017
Year : 2122

11. ___ Grading Period Lock

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

<mark>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</mark>

_____   _____

Principal Name   **Principal Signature**

_____   _____

Counselor Name   **Counselor Signature**

_____   _____

School Location Name & Number   **Date**