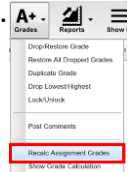


End of Year Checklist – Elementary Schools 2019-2020

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).

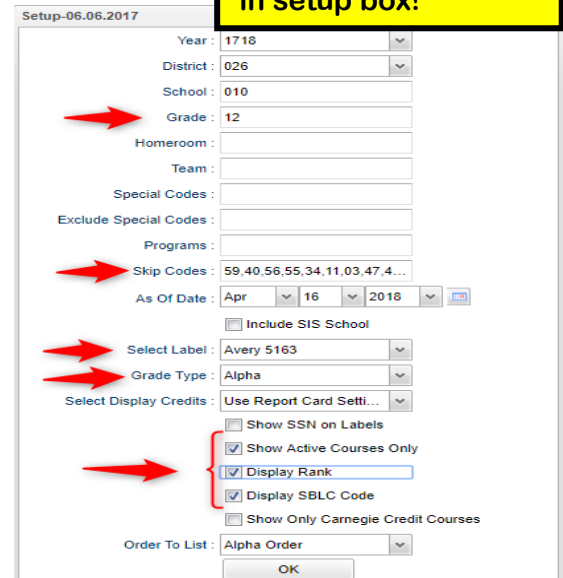
Missing Grades Audit → **Go to Grades > Entry > Missing Grades Audit**

- 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 elementary 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 grades are checked and finalized, use this report to print labels for the cumulative folders.



Setup-06.06.2017

Year: 1718
District: 026
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

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. ___ 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

Change year to 1920 in setup box!

IMPORTANT NOTE: Please make sure you review the document released by the Accountability Department "**District Level Elementary School Promotion Guidance Information & Reference Sheet for Grades K-5th**" to be in compliance with the new guidelines. **See snapshot below.**



District Level Elementary School Promotion Guidance Information & Reference Sheet for Grades K-5 April 2020

Teachers will utilize the following information to guide system level promotion and retention decisions in grades K-5:

- With the elimination of the 4th 9-weeks grading period, a student must earn three quality points in order to pass a core subject (when totaling the combined quality points earned during all three of the completed nine week grading periods for this school year).
- For promotion purposes, a student must meet the passing standard in both reading (ELA block) and math (an annual average of 1 quality point must be earned per subject). *
- In addition to the reading (ELA block) and math requirement, students in grades 1-5 must pass two other subjects if reading and ELA are taught as two independent, graded subjects. If reading and ELA are combined into one course, students must pass either science or social studies. *
- A performance level of on or above grade level in reading (ELA block) and math is required. The term grade level refers to the grade placement with respect to skills as indicated according to adopted

2



District Level Elementary School Promotion Guidance Information & Reference Sheet for Grades K-5 April 2020

- textbooks, district approved curriculum aligned to state standards as grade appropriate for each grade level.*
- 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 the following year. Please refer to the EBR 2019-2020 Pupil Progression Plan for information on the composition, functions and procedures of the SBLC.

*These items reference promotion criteria listed on pages 10-12 of the [local pupil progression plan](#).

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, and P3"**, 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. ___ 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

7. ___ 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 #8. These steps are **NEW** items elementary school sites must follow for district report card printing.

8. ___ 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)**

Update GPA Setup for 1920 School Year:

Grades GPA Calculation Setup - 01.10.19

Year: 1920

District: 017

School: 110

Grade:

Marking Period: P1,P2,P3

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

Be sure to click the **"Update GPA"** 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*)

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

Order Courses by: Class Period Order

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

9. ___ Dropping Students - End of Year

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

10. ___ **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.

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