



Video Link : [EOY Sr Checklist](#)

Grades

Need to be posted for Report Cards/Transcripts

GPA will not update without posted end of year grades
Rank is based on GPA

Recent Updates to Posting Utility –

Educator Access/Secondary/Setup/Utilities/Posting Utility

Template is there to Clone.
Found at 6:15 on video

Rank

Update Student Rank File for Transcripts

Office/Grading/Student Lists/Student Rank

Student Rank Report
Found at 14:30 in video
Make sure to uncheck post rank until ready to post.

Attendance

Should attendance be recorded for graduated seniors?

The campus administration will know what to do. If students do not attend school until final day of year, we must count them absent.

Students flagged as Graduated will disappear from attendance rosters
Grades can still be entered

Transcripts

Verify and Finalize

- Rank
- GPA
- Earned Credits
- Grades
- Graduation Date

Found at 17:20 in video



Withdrawal Records	
Withdraw Early Graduates Student/Student Profile/Entry-With	This will be done for early grads only. PEIMS will mass withdraw the grads with date given by Transcript person
Assigning The Graduated Flag/Graduation Date	
This information can be done individually for early grads. PEIMS will do the Mass Utilities	Mass utilities will be run for Grad dates Mass utility will be run for Graduated Flag PEIMS will also take care of Student Access. District has given the withdrawn graduates 90 days to view Student Access