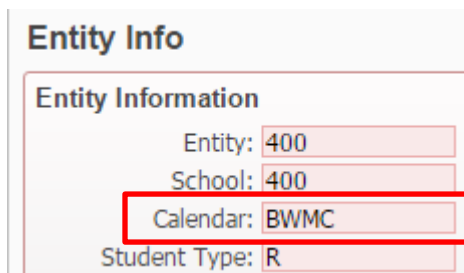


Senior Process - End of Year Steps

This document is for completing the end of year process for 12th grade students. This document covers the tasks that need to be done to graduate and exit seniors properly for the year end MSDS count

Check off the boxes for steps you've completed so you can keep track of where you left off if you're interrupted

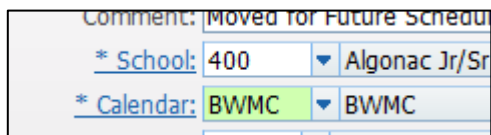
1. **For BWMC participating buildings only – if you do not participate with BWMC skip to Step 2:** verify 12th grade BWMC students have the BW calendar: Path: [WS/ST/TB/EN/TB/EN](#)



The screenshot shows a form titled "Entity Info" with a sub-section "Entity Information". It contains four input fields: "Entity: 400", "School: 400", "Calendar: BWMC" (which is highlighted with a red rectangular box), and "Student Type: R".

If you have a student who does not have the BWMC calendar, you will need to add it:

- Click on the **Students** tab and select **Student Profile**
- On the left-hand side, select the **Entry/With** tab
- Search for the student
- Edit** the current enrollment record
- Set the **Calendar** to **BWMC**:



The screenshot shows a dropdown menu for the "Calendar" field. The selected option is "BWMC". Other visible options include "Algonac Jr/Sr".

- Click on **Save**
-

2. **Verify that TEC/Career Center grades have been entered:**

For St. Clair County schools, make sure that TEC has entered the grades for your students. The easiest way to tell is to go to Student Profile and bring up one of your TEC students. Click on the Grades tab. If the S2 grade is blank for the TEC courses, they have not been entered yet

For Sanilac County schools, follow your normal process for obtaining grades at the end of the term.

3. **If you are doing the senior year end process in May (before the grading window opens) follow the steps in the document ["Senior Year End Processing"](#) to post the 12th grade student grades.**

4. Run a report to check for Missing Grades: Path: [WS\OF\GR\RE\GI\SG](#)

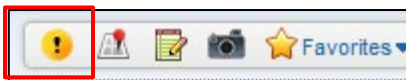
- From the **Grade Information/Analysis** section, click on the **Selected Grades** report
- Create a report for **19-20 Missing YE Senior Grades**
- In the **Ranges** area select only **12th grade** students and who are **Active**
- In the **Course Ranges** select **Enrolled** students for **Current Year**
- Under **Grade Marks Selection** check the box for **Blank Grade Bucket**
- In the **Grade Buckets to Check** select **Q4, X2 and S2**

This report will give you the names of students who have a blank grades bucket for any of the selected buckets (Q4, X2 and S2)

- If grades are missing, notify teachers that they must be entered. Once they've been entered, you'll need to complete Step 3 again.**

5. Check to see if there are any Grade Change Requests from your teachers:

- Click on the **Home** tab in Skyward
- If you see the yellow icon below, click on it to see if you have any grade changes to process



6. Run your Attendance utility to update attendance for the report cards: Path: [WS\OF\AT\PS\UT\UT](#)

- Highlight the **Skyward** template called **Upd. Student Classes with Term Attend.** and click on **Run**
- Once the process has completed, click on **Back**. You don't need to view the report
- Click on **Back** to close out of the Attendance utility

7. Run Rank Report with GPA Calculations: Path: [WS\OF\GR\RE\SR](#)

- Click on **Add** to add a new template
- For the **Template Description**, enter **19-20 YE Rank – not posted**
- Check the box to **Share with other users in entity xxx**
- From the **Graduated:** dropdown menu:
 - If you have already graduated any seniors and want to include them in the ranking, set this to **Both**
 - If you have the above scenario but don't want to include them, or if you haven't graduated any seniors early, set this to **No**
- On the far right, click on the **Ranges** button
- For the **Grade Low** and **High** values:
 - if you want to run the report for your entire student population, do not enter a grade range here
 - if you want to run the report for a subset of your student population, enter the low and high ranges for the grades you wish to include
- Set **Student Status** to **Active**
- Click on **Save**
- From the **Grading Period** dropdown menu, select **Run for Grading Period**

- From the dropdown menu to the right, select the **last term** for the year
- Check the box to Run GPA Calc each time report is run**
- In the **Printing Options** section, check any boxes for information you want to see on the report
- Click on **Save and Print**
- Once the report has finished processing, click on **View Report**. Make sure everything looks right, then close the report
- Highlight** the template you just created (in this scenario, 19-20 YE Rank – not posted) and click on the **Clone** button
- Give this new template a description of **19-20 YE Rank – POSTED**
- In the **Additional Processing Information** section, **check the box to Update Rank Info to Student Master**
- Save versus Save and Print - VERY IMPORTANT:**
 - **Clicking on Save** (in the upper right-hand corner) will just save the report settings, but will not actually run or post the GPA/Ranking to Family Access or the transcript
 - **If you click on Save and Run**, with the option selected to Update Rank Info, the GPA and/or Rank will be posted to the transcript. If parents have access to see either of these options in Family Access, they will now see the GPA/Rank

8. BWMC participating buildings only – if you do not participate with BWMC skip to Step 9: retain all BWMC Seniors: Path: WS\ST\PS\UT\MC

Why are you doing this? The next step (Step 9) is to graduate your seniors. However, the LEA does not graduate the BWMC seniors and the 'Graduated' status should not be on your transcripts. That information will come from the middle college. Therefore, you're retaining these students so they're excluded from the graduation process step

- On the left-hand side of the screen, enter **12** for both the **Low** and **High** range for **Grade/Grad Yr**
- In the upper part of the right side of the screen, enter **BWMC** for both the **Low** and **High Calendar** ranges
- From the **Status** dropdown menu, select **Active**

Student Entity Ranges	
Low	High
Entity: 400	400
School: []	ZZZZ
Calendar: bwmc	bwmc
Homeroom: []	ZZZZZ
Student Type: []	ZZZ
% Enrolled: 000	999
Advisor: []	ZZZZZZZZZZ
Discipline Officer: []	ZZZZZZZZZZ
CY Sched Team: []	ZZZ
NY Sched Team: []	ZZZ
Full/Part-time: Both	
Status: Active	

- Click on **Save**
- Click on **OK** to the message that pops up
- In the middle of the screen on the left-hand side, set the **Retained** dropdown menu to **Not Retained**

The screenshot shows a software interface with a dropdown menu. The dropdown is currently set to 'Not Retained', which is highlighted with a red box. To the right of the dropdown is a button labeled 'Retained'. Above the dropdown, there are labels 'Feeder School:' and 'Feeder Sch:'.

- Click on **Process**
- When prompted if you're sure, click on **Yes**
- This is a 2 step process you will need to click on **Preview Data to Process** (take note of the number of students) – if all are correct click on **Back**
- Click on **Run the Update**
- When the process has finished, click on **View Report**
- On the 2nd page, verify that you're only seeing your 12th grade BWMC students. Take note of the total number of students
- Close** the report

9. **Retain 12th grade students who did not meet the graduation requirements** Path: [WS\ST\PS\UT\MC](#)

Follow the instructions on the attached document titled "**Retaining Students for Next Year**". Why are you doing this? In a few steps (Step 11) we will graduate your seniors. However, your seniors who did not meet the graduation requirements and will not be receiving their diploma will return for a 5th year of high school. Therefore, you're retaining these students so they're excluded from the graduation process step

10. **Career Technical Middle College 12th Grade Students (2nd year of program): Retain all CTMC 12th grade students (2nd year of program):** Path: [WS\ST\PS\UT\MC](#)

Follow the instructions on the attached document titled "**Retaining Students for Next Year**". Why are you doing this? The next step (Step 11) is to graduate your seniors. However, your 2nd year CTMC students will return for their 5th year of high school to complete the middle college program. Therefore, you're retaining these students so they're excluded from the graduation process step

11. **Run the process to Graduate seniors:** [WS\ST\PS\UT\GD](#)

- Enter the **Grad Year** for your seniors in both the **Low** and **High** values for **Grad Yr/Grade**
- Status** should be **Active**
- NY Status** should be **Both**
- Graduated** should be **Both**
- Retained** should be **No**
- Under the option for **Set Graduation Month/Day to:**, enter the **month** and **day** that you want to appear on the Transcript as the graduation date
- From the **Student Graduated** dropdown menu, select **Change to Yes**

Update the Grad YR/Grade field to the current year.

Range Parameters

Low High

Default Entity: 400 400

Grad Yr/Grade: 2020 12 2020 12

Status: Active Inactive Both

NY Status: Active Inactive Both

Graduated: Yes No Both

Retained: Yes No Both

Edit Options

Clear Graduation Month/Day.

Set Graduation Month/Day to:

Month: 6 Day: 7

Student Graduated: Change To 'Yes'

- Click **Run**
- Once the report has completed, view it to make sure it shows that students have been given the graduated status (it should not include your 12th grade BWMC students)
 - o **Note:** once this is run, you will see in **Students/Student Profile/Profile** tab, that the Graduated field says Yes.

Graduated: Yes

12. BWMC Participating Buildings Only – if you do not participate with BWMC skip to Step 13: Un-Retain BWMC Seniors:

This step is the reverse of what you did in step 8. They need to be un-retained so that they can be exited

- While still in the Student Utilities, click on **Student Mass Change**
- On the left-hand side of the screen, enter **12** for both the **Low** and **High** range for **Grade/Grad Yr**
- On the right-hand side, enter **BWMC** for both the **Low** and **High Calendar** ranges
- From the **Status** dropdown menu, select **Active**
- Click on **Save**
- When you get the message about Values Entered, click on **OK**
- In the middle of the left-hand side of the screen, select **Retained** from the Retained dropdown menu:

Retained: Retained Not Retained

- Click on **Process**
- When prompted if you're sure, click on **Yes**

- This is a 2 step process you will need to click on **Preview Data to Process** (take note of the number of students) – if all are correct click on **Back**
 - Click on **Run the Update**
 - When the report is done, click on **View Report**. Make sure you're only seeing the 12th grade students you retained earlier. Verify the number against the previous step
 - Close** the report
-

13. Run report cards: Path: [WS\OF\GR\RC\RE\DR](#)

- Create end of year report cards and review to ensure accuracy
 - Once Accurate - Print and Post (if applicable)
-

14. BWMC Participating buildings only – if you do not participate with BWMC skip to Step 15: exit BWMC seniors to another in-state school, then exit remaining seniors Path: [WS\ST\PS\UT\SW](#)

- Enter **12** for both the **Low** and **High** ranges for **Grade/Grad Yr**
- Student Status** should be **Active**
- Graduated** should be **No**
- Uncheck** the box to **Select All Calendars**
- Click on the **Calendars** button
- Check just the **BWMC** calendar
- Click on **Save**
- Set the **Withdrawal Date** to whatever you want their exit record to show **(has to be on or before 6/29 of the current year).**
- Set the **School Year** for this year

Student Selection Ranges

Grade/Grad Yr:

Entry Code:

Student Type:

Student Status: Active Inactive Both

Graduated: Yes No Both

Select All Schools

Select All Calendars

Withdrawal Record Values

* Withdrawal Date:

School Year:

Additional Options

Set Current Year and Next Year Status to Inactive

Close Open Transportation Records on Withdrawals

- Click on the **Withdraw Record Defaults** button
- For the **Withdraw Code**, select the option for **“Another In-State School”**
- In the **Comment** section, enter **Exiting to BWMC**
- For the **Status End**, select the option for **“Enrolled in MI District – Public”** (or your building’s equivalent of)

Default Withdrawal Parameters

Withdrawal Code:

Comment:

Status End:

- Click on **Save**
- Check the box to **Set Current Year and Next Year Status to Inactive**
- Click on **Save**
- Click on **Run**
- Once the report has finished processing, view it to make sure you only see your 12th grade Middle College students. You can then close the report
- Click on **Mass Create of Student Withdrawal Records** again
- Change the **Graduated** option to **Yes**
- Click on the **Calendars** button
- Uncheck** the **BWMC** calendar and check your building’s calendar
- Click on **Save**

- Click on the **Withdraw Record Defaults** button
- For the **Withdraw Code**, select the appropriate graduation code. This should be the option that your district uses to track type of Graduation.
- In the **Comment field**, type **Set for YE Submission, followed by your initials**
- For the **Status End**, select the appropriate graduation code, which will likely be 01, but we'll discuss it first

Default Entry/Withdrawal Parameters

Default Withdrawal Parameters

Withdrawal Code: GW ▾ High School Graduation

Comment: Set for YE Submission

Status End: 01 ▾ Graduated from GE w/HS Diplo

- Click on **Save**
- Make sure the box is checked to **Set Current Year and Next Year Status to Inactive**
- Click on **Run**
- Once the report has finished processing, click on **View** and make sure that it shows students as exited. You can then close the report

15. Exit Seniors: Path: [WS\ST\PS\UT\SW](#)

- Enter **12** for both the **Low** and **High** ranges for **Grade/Grad Yr**
- Student Status** should be **Active**
- Graduated** should be **Yes**
- Set the **Withdrawal Date** to whatever you want their exit record to show **(must be on or before 6/29 of the current year).**
- Set the **School Year** for this year
- Click on the **Withdraw Record Defaults** button
- For the **Withdraw Code**, select the appropriate graduation code. This should be the option that your district uses to track type of Graduation.
- In the **Comment field**, type **Set for YE Submission, followed by your initials**
- For the **Status End**, select the appropriate graduation code, which will likely be 01, but we'll discuss it first

Default Entry/Withdrawal Parameters

Default Withdrawal Parameters

Withdrawal Code: GW ▾ High School Graduation

Comment: Set for YE Submission

Status End: 01 ▾ Graduated from GE w/HS Diplo

- Click on **Save**
- Check the box to **Set Current Year and Next Year Status to Inactive**

Student Selection Ranges

Low High

Grade/Grad Yr: 12 2020 12 2020

Entry Code: [] ZZZ

Student Type: [] ZZZ

Student Status: Active Inactive Both

Graduated: Yes No Both

Select All Schools [Schools](#)

Select All Calendars [Calendars](#)

Withdrawal Record Values

* Withdrawal Date: 06/01/2020

School Year: 2020

[Withdraw Record Defaults](#)

Additional Options

Set Current Year and Next Year Status to Inactive

Close Open Transportation Records on Withdrawals

- Click on **Save**
- Click on **Run**
- Once the report has finished processing, click on **View** and make sure that it shows students as exited. You can then close the report

16. Change Status End for any students that the default doesn't apply to

VERY IMPORTANT!

You'll now need to change the default Withdrawal Code and/or Status End codes for those that the default you selected above doesn't apply to. In the example used above, the Status End for all students was set to **01 – did not apply to college**. If you're going to differentiate between those that applied and those that did not apply to college, you need to manually change the Status End for those that did.

- You will now need to change the status end code for your CTMC 5th year graduates. Early/Middle college student should only be reported with either "40" or "41". See below for an explanation of each status end code.

Graduation Exit Status Codes for EMC Participants at the end of their 5th year

"40" Graduated from a Middle College with **both** a high school diploma and an Associates Degree or other advanced certificate – student is considered an "on-time graduate" and does not count against your graduation rate.

“41” Graduated from a Middle College with ***only*** a high school diploma – student is considered an “off-track graduate” and will count against your 5 year graduation rate.

- You will also need to manually change the Status End for any students that received a **“20” Certificate of Completion**

Before example:

Withdrawal Information

* School Yr: 2020 ? * Date: 05/25/2020

Default Entity: Yes

* Code: GW High School Graduation

Comment: Set for YE Submission

Status End: 01 Graduated from GE w/HS Diplo

After example:

Withdrawal Information

* School Yr: 2020 ? * Date: 05/25/2020

Default Entity: Yes

* Code: CP Completed Program

Comment: Set for YE Submission

Status End: 20 SPED Certificate of Completion

17. Print transcripts: Path: WS\OF\GR\TR\RE\CT

You can now run transcripts for your exited/graduated students

- Create transcripts for 2020 Seniors and review for accuracy
- Once accurate Print and Post

Important: every time you POST the template and print it, you’re creating a copy of the transcript in Family Access. You should not be printing this one repeatedly.

If you have any problems/questions/concerns, please call the RESA SIS Office at 810-455-1004