District Tasks Prior to Year-End Rollover

This document is related to the year-end rollover process and should be reviewed by all districts

Districts will complete the following tasks <mark>before June 30</mark>

- ☐ Run a report card verification process before staff leaves and final report cards are processes
- ☐ Run and Save final Report Cards to Portfolio tab
- ☐ Send notice to staff to delete unused report templates and data mining reports
- ☐ Run current year Student Rank report, secondary entities only w calc GPA on
- ☐ If your school has students on an AM or PM calendar, such as pre-K children that are switching to a full-day calendar, withdraw and re-enroll them to the new calendar.
- ☐ Exit/Retain/Advance E grade (E9, E7, E5, E3 & E1) students Exit student not retained or advanced, retain students not moving to next grade, advanced students skipping a grade.
- ☐ Retain any students not advancing to the next grade level
- ☐ Complete the senior exit/graduation process
- ☐ Turn off Family/Student/Teacher access if applicable for your district
    - If you wish to lock out teachers for the summer please contact RESA for assistance.
- ☐ Exit any students not returning
- ☐ Food Service Director to perform all year end tasks/run suggested reports
- ☐ Complete future scheduling
- ☐ Complete any state reporting

- ☐ For **middle school**s in which students take high school courses (Algebra, Spanish, etc) and *do not want that credit calculated into their high school GPA* – you must set the GPA credit to 0.00 in the course master for the current year

The rollover process will take place <mark>on or after July 1</mark>. Your district will be notified prior to the rollover to ensure you are ready as the system will be down, potentially, for the entire day.

The rollover process will populate certain state reporting fields as follows:

- ☐ % enrolled: This will be reset to 100% for all grades (E9 – 12th grade)
- ☐ State Aid: This will be copied from the previous school year
- ☐ Resident District: This will be copied from the previous school year

Standards Based Report Cards (Academic Areas) will be copied from the previous year*. If you are planning on making (or have made) changes please let us know so that your changes are not written over during the rollover process.*