

# End of Year Guide - Elementary and Middle Schools

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Below is a checklist of common procedures associated with closing of a school year for elementary and middle schools.

- Organize the order and use of these programs to suit the way you do things. These are suggestions only. Please consult with your District Coordinator for a combination of procedures/programs that work best for your district.

*SCH*- School does this procedure.

*MIS*- MIS does this procedure.

## 1. Sch Principal or District Coordinator Communicate Grades Deadline for Teachers

- Principal or District Coordinator communicates deadline for all assignments to be in WebGradeBook via emails, websites, or other means.
- Place reminders by the sign in book, teacher's lounge, etc...

## 2. MIS District Coordinator - Import EOC Scores

The scores go to the E2 (or E4 if a spring 4x4 class) area of the teacher's gradebook, as well as to the student's test results.

## 3. MIS Missing Grades Audit (on H-drive) (Monday, 5/22/23)

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 final being calculated for the course.
- This report is also good to check for missing final averages after calculating final grades. Set for "F1" to see students who did not get a final grade average for a class.

## 4. MIS Incomplete Grade Audit (on H-drive) (Monday 5/22/23)

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.

## 5. MIS "E" Grades Audit (on H-drive) (Monday 5/22/23)

Go to *Grades > Lists > Possible Failures*

- Check for "E" grades for marking period final grade. This means that the only grade(s) that a student has earned is E (exempt) in that marking period. E is a valid assignment grade, but if it is the only grade that a student has, his marking period will end up an E, which is not a valid marking period grade.

## 6. MIS Possible Failure Report (on the h-drive) (Monday 5/22/23)

- Use this report to check for possible failing final grades.
- Go to *Grades > Lists > Possible Failure*

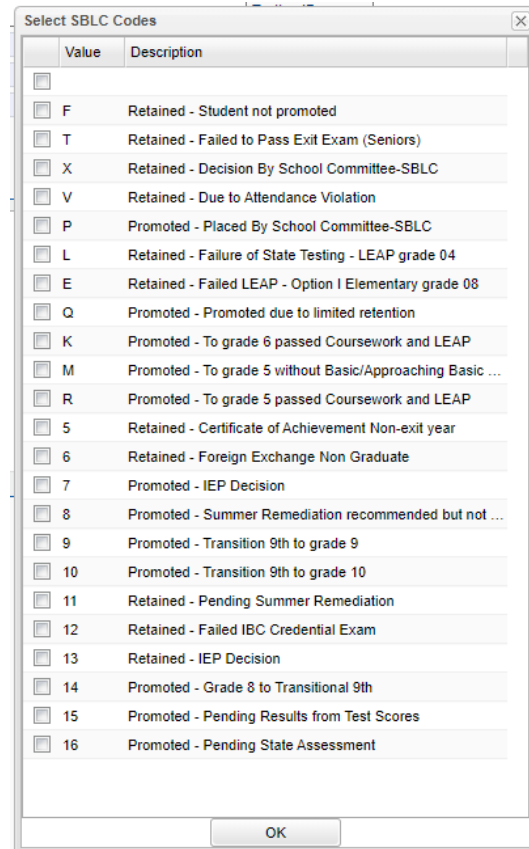
\*You can choose the option in the setup box "Use Projected Sem/Finals" to choose students that are **projected** to have an F for a Final Average.

**This will help you assign SBLC codes if needed.**

**7. \_\_\_\_\_Sch Assign SBLC (Retention) Codes (Before Thurs. 5/25/23)**

Go to *Student Master > Loaders > SBLC Code Loader*.

- Use the SBLC Code Loader to mark students as "Retained".
- To assign 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.
- See a listing of SBLC Codes. Assign one of these codes to a student when a SBLC meeting is held at the end of the year to determine if the student will be retained or promoted. The words in the code show on the report card. Additional comments are in parenthesis will not show on the report card.



**8. MIS Grading Period Lock -See Report Card Schedule**

- Grading Periods in WebGradebook are locked to preserve the integrity of the assignment records.

**9. MIS Calculate Semester/Final Averages (Wednesday 5/24/23)**

**10. MIS Print Grade Sheets (on H-drive) (Wednesday 5/24/23)**

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.

**11. MIS Repeat Mass Calculate Semester/Final Averages (Thursday 5/25/23)**

- Due to updates to averages based on feedback from Teachers, a repeat of calculating semester / final averages is performed.

**12. \_\_\_\_\_Sch 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 Final grades, 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.
- Data Clerks will also put a Possible Failure list on the H-drive.

**13. \_\_\_\_\_Sch Identify Students to be Possibly Retained due to High Absenteeism**

Go to *Attendance > Lists > Daily Absentee List*.

- To get a list of students to review for high absenteeism, run the Daily Absentee List in Summary mode.

**14. MIS Print a List of Retained Students (put on H-drive) (Thursday 5/25/23)**

Go to *Student Master > Lists > Retained/Promoted List*.

- Print a listing of Retained Students for the Principal to review and approve.

**15. MIS Print Final Report Cards (put on the H-drive) (Thursday 5/25/23)**

Go to *Grades > Lists > Report Card*.

- Set Type to "Final".
- Set option to Show EOC scores if EOC courses are taught at the Middle School.
- District Coordinators: To show credits earned on the report card and on cumulative labels, place a check mark for the option Print Credits on Carnegie *Unit Courses* in *System > Sponsor Site Editor > Find School Site > Pupil Progression tab > Report Card tab*.

**16. MIS Grades Closeout EOY -July**

Go to *Grades > Loaders > Grades Closeout EOY*.

- This program is performed when all of the grades for the current year have been verified and are finalized. The program copies the "current year" grades to the "transcript" data files.
- For Middle schools offering Carnegie Unit courses: Be sure to check the third option "Include Carnegie Unit Code on (grade >=9)...."

**17. \_\_\_\_\_Sch Print and Check 8th Grade Transcripts (Middle School only)**

Go to *Transcripts > Entry > Transcript Workstation > Print Multiple*

- In Transcript Workstation, use the Print Multiple button to print Transcripts to be checked for Carnegie unit credits earned in Middle School/Junior High.