

## End of Year Guide - High School (Non-Seniors)

Below is a checklist of common procedures associated with closing of a school year for high schools.

*SCH*- School does this procedure.      *MIS*- MIS Dept. does this procedure.

### 1. \_\_\_\_\_*SCH* **Principal or District Coordinator Communicates Grade 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.
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### 2. \_\_\_\_\_*SCH* **Review and Update Codes related to Diploma Pathways and Career Options**

- For the State Transcript System (STS), update Student Master Special Codes related to diploma pathways.
- Then update the Cluster/Concentration or Career Options codes on the IGP Screen of Student Master.

Student Master Special Code for Diploma Path	Vocational Tab Related Information
<b>CTU: TU TOPS University Diploma (Begin use for graduates of 2017-18)</b>	<b>No Career Option required</b>
<b>CCA: CA TOPS Tech Jumpstart Career Diploma (Begin use for graduates of 2017-18)</b>	<b>Career Option required. (Select from R-Regional, S codes, or T codes)</b>
<b>CJA: L1 TOPS Tech Jumpstart Career Diploma alternate pathway for students assessed on</b>	<b>No Career Option required.</b>
<b>CND: ND Not Declared. (Optional use for grade 09, and mid-year of grade 10)</b>	<b>No Career Option required.</b>
<b>COA: Certificate of Achievement (Local code used to identify student earning Cert of Achievement and keep out of ranking)</b>	<b>Not Applicable. Local code only not reported to state.</b>

#### ▪ **Update Special Codes Related to Privacy in STS**

- CON: Consent to share Pii (STS data shared to LOSFA- TOPS)
- DNC: Do not consent to share Pii (STS data not shared to LOSFA- TOPS)
- Blank: Do not consent to share Pii (STS data not shared to LOSFA- TOPS)

#### **Fastest Way to Update Special Codes for a Large Group of Students**

- Go to Student Master > Loaders > Special Code Loader. Set for one grade level at a time.

#### **Fastest Way to Update Career Options codes for CCA (Tops Tech Jump Start), CJA (Jump Start Alt Pathway):**

- Go to Student Master > Loaders > Career Loader. Set Career Options for ones offered at your school site. Set Special Codes to CCA and or CJA.

### 3. \_\_\_\_\_*SCH/C&T* **Review IBC's Earned by Students in Current Year**

- To review a report of IBC's for "CCA Tops Tech JumpStart" students: Go to the Carnegie Units Earned Report (Transcripts > Lists > Carnegie Units Earned). Set for special code of "CCA". When report comes up, check column IBC.

#### 4. \_\_\_\_\_SCH/MIS\_ **Enter Final Averages for Other "Off Campus" Courses- See timeline**

(Schools-HHB; MIS enters: ABC transcripts )

- For virtual courses, or other types of courses where the student is given a final for a course typically taught away from school (ie, community college, technical college, university), enter the final average of the course.
- If the course is in the Master Schedule, enter the final in [Post Grades Master](#) or [Post Grades By Student](#), in *Progress Report Mode*.
  - Go to *Grades > Entry > Post Grades Master OR Post Grades by Student*.
- If the course is not in the Master Schedule, enter the final in Transcript Workstation.
  - Go to *Transcripts > Entry > Transcript Workstation*.

#### 5. MIS **Missing Grades Audit** (Monday, 5/22/23)

- 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.
    - Go to *Grades > Entry > Missing Grades Audit*
- \*This report is also good to check for missing final averages after calculating final averages.

#### 6. MIS **Incomplete Grade Audit** (Monday, 5/22/23)

- 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.
  - Go to *Grades > Lists > Incomplete Grades Audit*.

#### 7. 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.

#### 8. MIS **Import EOC Scores**

**Usually done by the District Coordinator, the EOC scores are imported for EOC classes.**

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

## 9. \_\_\_\_\_SCH Assign SBLC (Retention) Codes (Before Wednesday 5/25/22)

If needed, first consult with the District Coordinator on which SBLC codes are to be used in your district.

- Use the [SBLC Code Loader](#) to mark students as "Retained".
  - Go to *Student Master > Loaders > SBLC Code Loader*.
- 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 an 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 in parenthesis will not show on the report card.

Value	Description
<input type="checkbox"/>	
<input type="checkbox"/>	F Retained - Student not promoted
<input type="checkbox"/>	T Retained - Failed to Pass Exit Exam (Seniors)
<input type="checkbox"/>	X Retained - Decision By School Committee-SBLC
<input type="checkbox"/>	V Retained - Due to Attendance Violation
<input type="checkbox"/>	P Promoted - Placed By School Committee-SBLC
<input type="checkbox"/>	L Retained - Failure of State Testing - LEAP grade 04
<input type="checkbox"/>	E Retained - Failed LEAP - Option I Elementary grade 08
<input type="checkbox"/>	Q Promoted - Promoted due to limited retention
<input type="checkbox"/>	K Promoted - To grade 6 passed Coursework and LEAP
<input type="checkbox"/>	M Promoted - To grade 5 without Basic/Approaching Basic ...
<input type="checkbox"/>	R Promoted - To grade 5 passed Coursework and LEAP
<input type="checkbox"/>	5 Retained - Certificate of Achievement Non-exit year
<input type="checkbox"/>	6 Retained - Foreign Exchange Non Graduate
<input type="checkbox"/>	7 Promoted - IEP Decision
<input type="checkbox"/>	8 Promoted - Summer Remediation recommended but not ...
<input type="checkbox"/>	9 Promoted - Transition 9th to grade 9
<input type="checkbox"/>	10 Promoted - Transition 9th to grade 10
<input type="checkbox"/>	11 Retained - Pending Summer Remediation
<input type="checkbox"/>	12 Retained - Failed IBC Credential Exam
<input type="checkbox"/>	13 Retained - IEP Decision
<input type="checkbox"/>	14 Promoted - Grade 8 to Transitional 9th
<input type="checkbox"/>	15 Promoted - Pending Results from Test Scores
<input type="checkbox"/>	16 Promoted - Pending State Assessment

**\*\*For Transitional (T9) grade students:** You will have to enter an SBLC code of 9 or 10 to make sure the report card prints the correct Promoted message and so the student will roll up to the correct grade.

- Use **SBLC code of 9** to promote the T9 student to the 9<sup>th</sup> grade.
  - This will put the following message on the report card and the student will roll up to the 9<sup>th</sup> grade. Promoted to Grade : 9
- Use SBLC code 10 to promote the T9 student to the 10<sup>th</sup> grade.
  - This will put the following message on the report card and the student will roll up to the 10<sup>th</sup> grade. Promoted to Grade : 10

\*\*If you don't enter any SBLC code at all, there will be no Promoted or Retained message on the report card, and the student will roll to the 9<sup>th</sup> grade.

- A **Carnegie Units Earned Report** can be used to determine the number of credits student have received at the end of the school year. This can be used to determine if a Retained code needs to be assigned to a student.
  - Accumulated Carnegie Units for Grade Level Classification:
 

Entry Grade	
9	0-6 Credits
10	7-11 Credits
11	12-18 Credits
12	at least 19 credits

## 10. MIS Grading Period Lock - See Report Card Schedule

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

## 11. MIS Calculate Semester/Final Averages (Wednesday 5/24/23)

Calculate the semester / final averages (Report Card Mode).

- Go to *Grades > Entry > Post Grades Master > Admin > Mass Calculate Sem/Final Averages* **OR** *Grades > Lists > Report Card*

**12. \_\_\_\_\_SCH Identify Students With High Absences for Possible Denial of Credit**

- The denial of credit is posted to the "Final" average. Classes with an "F" average are set to "hide" so that a denial is not posted to classes that are already failed due to academics.
- Be sure of the attendance codes to "skip" in your district/school before running these reports.
- **Attendance By Course and History**: Report checks number of times a student has missed a class based on the **Bell Schedule** (bell schedule required for this program to work).
  - Go to *Attendance > Counts > Attendance by Course and History*.
  - The user marks a class or classes as failed by clicking select boxes, then tap the "Auto Fail" button. This places an "\*" asterisk on the marking period average or final average, indicating failure due to attendance violation.
  - Check with your District Coordinator for proper settings if unsure of what settings to use.
- Daily Absentee List: Use this report as an easy way to list students who have missed a large number of whole or half days. Run in Summary mode.
  - Go to *Attendance > Lists > Daily Absentee List*
- **Non-Academic Failure Review: Run this report to obtain a list of students given denial of credit due to attendance.**
  - Go to *Grades > Lists > Non-Academic Failure Review*.

**13. MIS Print Grade Sheets (Wednesday 5/24/23)**

- 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.
  - Go to *Grades > Lists > Grade Sheets*

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

- Due to updates to averages based on feedback from Teachers and Grade Sheets, a repeat of calculating semester / final averages is performed.
  - Go to *Grades > Entry > Post Grades Master > Admin > Mass Calculate Sem/Final Averages*.

**15. \_\_\_\_\_SCH Identify Students with Failing Final Grades**

- 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.
  - Go to *Grades > Count > Grade Distribution Report*

**16. MIS Print a List of Retained Students (on the h-drive) (Wednesday 5/24/23)**

- Print a listing of Retained Students for the Principal to review and approve.
  - Go to *Student Master > Lists > Retained/Promoted List*.

**17. MIS Print Final Report Cards (Thursday 5/25/23)**

- Printing Final Report cards is similar to other times in the year with the exception of the following:
  - Set *Type* to "Final".
  - Select option to Show EOC scores.
  - Go to *Grades > Lists > Report Card*.

**18. \_\_\_\_\_SCH Post Exits for Completers or Students Who Passed HiSet/GED, or Foreign Exchange Students returning to home country**

- Posting exits for Completers or GED "pass" students prevents dropouts against the school.
- In Student Master, locate the student leaving as a Completer.
- Click in the *Leave Date* field.
  - Set the *Leave Date* to the last day of school.
- Post a leave code of one of the following that qualify:
  - L4 10 E Transfer out of state or country (*use for exiting foreign exchange students with exit documentation*)
  - 80 05 E GED Earned Only (typically, Adult Education Centers)
  - 81 22 E Completer-GED-HiSet/Industry Certificate
  - 83 24 E Completer-Industry Certificate Only
- Click **Save** to store the leave information.

**19. SCH (Optional) Create a List of Students Who Have Special Exit Conditions**

- Sometimes, users like to make a list of students with special exit situations as described in previous steps.
- In the left navigation panel, go to *Student Master > Lists > [Leave Report List](#)*.
- On Setup options, place a check mark for **Show E Codes**.
- In the **Leave Codes** field, select codes 27, 62, 80, 81, 82, 83, 84.
- Click **OK** to obtain the listing.

**20. MIS Grades Closeout EOY *Felicia does this in July***

- 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.
- After the EOY Grades Closeout has been run, turn off the option "Show Current Year Grades" on the Transcript Workstation.
  - If you see "double" transcript records on [Transcript Workstation](#), this is a symptom of not turning off the "Show Current Year Grades" option.