

End of Year Tasks:

- ✓ Complete all retentions
 - Set Retained = Y
 - Set NY Grad Yr = NY Grad Yr + 1
 - Elementary & JHS Set Grad Req Base Yr = Grad Req Base Yr + 1
 - HS CANNOT CHANGE THIS (9th grade Cohort)

- ✓ Generate / Save the following reports to your PEIMS Drive
 - 40100, 40110, 41163, 42400, 44425
 - Student Information Report
 - Attendance Detail Report (All Year) by date
 - Attendance Report by Student (Individual)
 - Daily Register for all 6 weeks
 - Special Pops reports
 - LEP
 - Special Education
 - Migrant
 - Gifted/Talented
 - PRS
 - Vocational Education
 - At Risk
 - Immigrant
 - Individual Discipline Summary Reports
 - Address Listing of Active Students
 - Entry/Withdrawal reports (All Year)

- ✓ Verify / Save the following reports to your PEIMS Drive with scan of Signature Page
 - Principal's Report for each 6-week period
 - Principal's Report for Semester 1 & 2

- ✓ If your campus uses Auto-Scheduler, verify that this is complete so that we can roll Skyward forward in Mid-July.
 - If this is not complete, have your Admin request to have Future Scheduling in Current Year enabled.