Administrative Assistant Year-End Checklist (2025-26)

- [ ] **Enrollment:** No show all students who are not returning to your school in next year (2026-27)
- [ ] **Enrollment:** Make any grade level changes for students in next year (2026-27)
- [ ] **Address Validation:** Verify student addresses using PPS School Finder; ensure grid codes are correct (99999 for out-of-district) and click "Validate" in Synergy
- [ ] **Registration Queues:** Process all pending registrations including:
    - [ ] 2025-26 All setups (New/Returning registrations, Lottery applications, and Yearly Verifications
    - [ ] 2026-27 New/Returning/Lottery registrations and Yearly Verifications
- [ ] **Yearly Verification Flier:** Include in communications to parents
- [ ] **Data Cleanup:** Fix errors in data cleanup folders, specifically Discipline data, before leaving for summer
- [ ] **12th Graders Continuing Past 5/28/26:** Submit a ticket with student names and ID numbers
- [ ] **Pre-Ninth Grade Credit:** Verify grades are a letter grade prior to submitting report cards the proper S999 or S888 comments are entered
- [ ] **Elementary Report Cards:**
    - [ ] Update Grading Records by 4pm on May 28
    - [ ] Update absences on June 5 after all have been entered
    - [ ] Verify teacher's grades are complete
    - [ ] Generate the GBK201 for all students and archive report cards to the Student>Document
    - [ ] Send home paper versions of the report cards to those parents who have opted out of paperless
- [ ] **Secondary Report Cards:**
    - [ ] Enable senior posting if requested prior to May 28
    - [ ] Update Grading Records by 4pm on May 28
    - [ ] Update absences on June 10
    - [ ] Generate the GRD201 for all students and archive report cards to the Student>Document
    - [ ] Submit paper copies to PubTech (Pacific Office Automation) on or before June 12
    - [ ] Submit a ticket for SIS Team to run Update Course History for your school. This will prompt the graduation process for all 12th grade completers at the high school level.
- [ ] **Grade Book Reminder:** Send teachers instructions for printing their grade book
- [ ] **Configure ParentVUE/StudentVUE:** Make necessary changes to the 2026-27 configuration
- [ ] **Staff Updates:** Submit tickets for staff leaving or transitioning, and remove them from sections/groups first
- [ ] **Locker Process:** Clear override combinations and submit locker rotation numbers to support by August 14



Student Information System
2025-26 End of Year Instruction Guide

New Year Rollover (NYR) Summary

New Year Rollover (NYR) is the Synergy process where active students receive next year enrollment records at their assigned school through either their neighborhood school, dual assignment, immersion/focus option, Special Education placement, or approved transfer school. Students are also promoted to the next grade level. Students will not be inactivated with a leave date at year end. Students remain actively enrolled in each individual Focus year so student data is retained in Synergy. School staff can view previous year data by changing the Focus year.

The NYR process was completed in the following phases:

1. **December 23, 2025**: Currently enrolled 5th through 11th grade students received 2026-27 enrollment records
2. **By mid-May, 2026:** Lottery results for ES, Dual Immersion, Access will be complete and processed from the Lottery Application Queue to the transfer schools Registration Queues for processing. Watch for communication from ETC
3. **Continual process:** Special Education student placements are being processed by the Special Education Department. Special Ed KG Transition students were rolled over to their neighborhood school. If any changes to a Special Ed KG Transition students school site is made based on special education placement determined at the IEP meeting the enrollment changes will be managed by the Special Education Department.

Selecting the Correct Focus Year

The default Focus year will be updated in mid-July. If you login on or after the default Focus has been updated, the default Focus year will be 2026-27. School staff have view-only access to prior year information. As a result of the change, the default screen colors will be as follows:

Year Type	Screen Color Background
Previous Year (2025-26 or prior) Green screen or green banner	
Current Year (2026-27)-Default White or User Custom	
Future Year (2027-28, when available) Brown screen or brown banner	

NOTE: Once the default is changed, school staff will have **VIEW-ONLY** access to 2025-26 and all other prior years. If updates are needed (i.e. final grade changes, course credits, graduation dates, etc.), submit a Prior Student Request Form to support.pps.net, with *"Synergy Change Request"* in the subject line.

Enrollment Reminders

Enrolling and Inactivating Students in the Current Year and Next Year

- Do **not** inactivate students who are completing the current school year, including seniors
- Set your Focus to the 2026-27 SY (brown screen or banner) for the following scenarios:
    - Current students are not returning in the fall, No Show them in next year. See link to the Knowledge Base Article below.
        - No Show A Student in Next Year
    - Do not pre-enroll students in the current year if they will begin attending in the Fall, enroll them in next year
    - Grade level changes for students being held back or skipping a grade level. Change the grade level in the next year focus. See link to the Knowledge Base Article below.
        - Edit Student Information on the Enrollment History Tab
- Once the 2026-27 SY becomes the current year, you will no longer need to enter next year info when enrolling or inactivating students

Search for Student to Avoid Creating Duplicate ID number

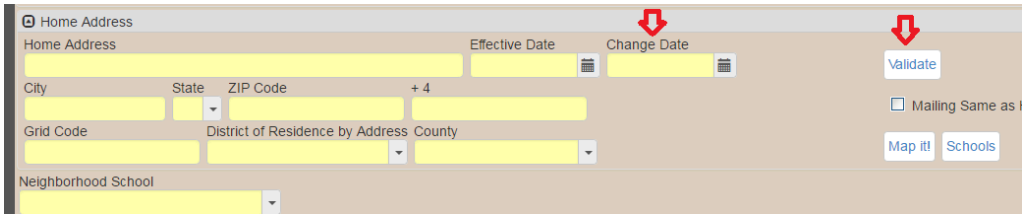
It is extremely important to search for a student prior to adding a new record, including kindergartners. Some kindergarten students have attended preschool programs in the district and will have a student ID number. Adding a new record creates a new student ID number. It is recommended to use the Synergy wildcard, the asterisk *and/or birthdate to search for students.

- **Example**: Last Name: ***Gar*** First Name: ***Dav***

Valid Student Home Address

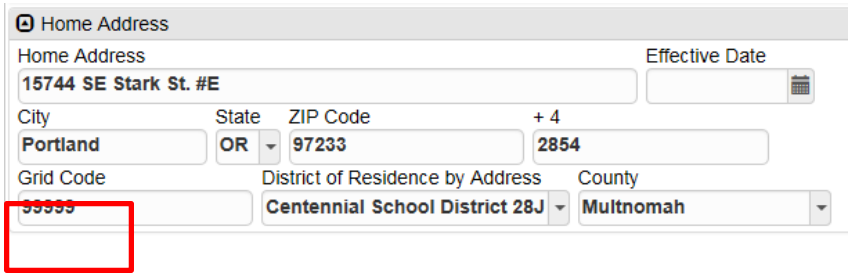
It is critical to enter valid addresses as it impacts systems pulling data from Synergy. It also affects processes, such as New Year Rollover. If addresses are not valid, transition grade students will not rollover to the correct school the following school year. Use the PPS School Finder and Address Validator to verify address and school attendance a]rea.

Once you enter the address in Synergy, click on the "Validate" button and enter the current date to the "Change Date" field prior to saving.



How to identify invalid addresses:
Look for students with a home address grid code of 99999.

EXCEPTION: If an out-of-district student is on an approved transfer, the grid code should be 99999, and there is no need to update the home address. Do NOT rely on Synergy for accurate address information due to continuous boundary and address changes.



Most common address mistakes:

- Missing street abbreviation (e.g. Ave, St, Blvd, etc.)
- Incorrect street abbreviation (e.g. Avenue spelled out vs Ave)
- Incorrect zip code (to validate, go to USPS.com)
- Incorrect apartment number (use the # symbol instead of Apt)
- Misspelled City (e.g. Portlad)

What to do if the address shows as PPS in School Finder (link below), but is not in Synergy?

- If valid on PPS School Finder and Address Validator but not in Synergy, contact support.pps.net

PPS Student Registration & Yearly Verification Updates

Online Registration (OLR) is open to all New and Returning PPS student, grades K-12. The link to OLR and the paper copy of the Student Registration form can be located by selecting "Enroll & Transfer" in the middle of the screen of PPS.net. Follow the link to Enroll New or Returning Student. Here you will find FAQ's and requirements regarding enrolling a student.

Reminder: The Yearly Verification Flyer, found here, is available on the PPS website to encourage families to use ParentVUE Online Yearly Verification to update and verify their student's and family's demographic information each year. Many schools include this flyer in their registration packet.

Online Yearly Verification for 2026-27 opened for families on 2/17/2026.

The Student Verification form can be generated by running the **STU201: Student Profile** report in Synergy. It is available under **Synergy SIS > Student > Reports > Individual > STU201**

Information on these forms is based on data currently in Synergy; accuracy of data entry is important.

Student Verification Forms can be run by homeroom (Room) or alphabetically (Last Name), this is done on the Sort/Out tab of the Report Interface by changing the Sort Order.

Parent/Guardian

When adding a new parent/guardian to Synergy, always search for existing records first - if one exists, select it, do not create another parent record. If you find duplicates, submit a ticket to support.pps.net so it can be fixed. Include both parent names and student names.

NOTE: If the parent/guardian mailing address is different from the home address, leave *'Mailing Same as Home Address'* unchecked, and enter the address manually.

Data Cleanup

Double check your data clean up folders for any errors which still need to be fixed. Pay special attention to the Discipline data cleanup folder. These errors must be completed before you leave for the summer. School Communication Folders can be found here.

Registration Queues

It is important to process the remaining pending registrations in your Registration Queue prior to leaving for the summer. If you run into any error messages when trying to complete the registrations, contact the SIS Team at support@pps.net

Follow the steps below to complete registrations on the Registration Queue screen:

- 2025-26 Yearly Verification - registrations still in your queue are the ones which were not auto accepted due to missing mandatory information, new document uploads, health condition and/or address changes. It is important to review and accept these registrations to update the student data in Synergy to be the most current
- 2026-27 Online New/Returning Student Registrations - registrations in your queue should be processed so families know if their student(s) have been accepted for the upcoming school year
- ***NOTE -** 2026-27 Yearly Verifications which were not auto accepted should be processed. For the new students who went through the lottery process, parents were instructed to complete the YV so the additional information for registration could be provided
- ***NOTE -** 2026-27 Lottery Registrations - registrations in your queue should be processed so families know if their student(s) have been accepted for the upcoming school year

Current Year Tasks and Information

Elementary Report Cards

Reminders for Quarter 4 (end of year) Report Cards:

- Verify the Current Grading Period is set as **Quarter 4** on the Grading Setup screen
- Run the Update Grade (Update Grading Records) process for all students by 4pm on May 28, 2026
- Run the Update Grade (Update Absences) process on June 5, 2026, **after** all attendance has been entered and prior to running report cards
    - Verify all absences have been entered
- Verify the teacher's grades are complete prior to checking them out for the year and they have clicked all student report cards as "Marked Complete" so the report card shows in ParentVUE
- Run the GBK201 for all students and archive the report cards to the **Student screen > Documents tab** prior to the end of your contract year

Secondary Report Cards

Reminders for Quarter 4 (end of year) Report Cards:

- If any teachers of 12th-grade students request access to post senior final marks before May 28, please follow these steps to enable early posting:
    - Update the thresholds on the *Grading Setup screen> TVUE Options tab> Number of days before the end of the grading period where grades are editable*
    - Run Update Grade (Update Grading Records) for **12th graders only**
- Run the Update Grade (Update Grading Records) process for **all** students no later than May 28, 2026 by 4 pm

- Run the Update Grade (Update Absences) process on June 10, 2026, prior to running and submitting report cards to Pacific Office Automation (formerly PubTech)
    - Verify with the attendance secretary regarding any last minute updates/entries
- Run **GRD201 Report Card**
    - **Paper copies:** For parents who opt-out of paperless report cards,report cards must be submitted to Pacific Office Automation (formerly PubTech) for printing and mailing on or before June 12, 2026. Please follow the Secondary Report Card process outlined in the Print and Mail Paper Report Cards section of the KB article.
    - **Electronic copies:** For parents who opt-into paperless, follow the Secondary Report Card process under Paperless Report Cards
- Once your report cards have been submitted for printing and mailing, please open a ticket to request the 'Update Student Course History' process. This request must be submitted no later than end of the day on June 16, 2026.

Pre-Ninth Grade Credit

Reminders for Quarter 4 middle grade Report Cards:

- Any section of Pre-Ninth Grade credit needs to be verified prior to submitting report cards
    - Pre Ninth Grade Credit grades must be a letter grade (A,B,C,D,F)
    - Students who earn a D or F, and students who have submitted an Opt Out letter must have an S999 in the comment codes
    - Students who have earned an A, B, or C and have NOT returned an opt out letter must have an S888 comment code
- Knowledge Base Article: Verifying Pre Ninth Grade Credit Submissions

Grade Book Recommendation

On or after the update to the 2026-27 SY, teachers will have view-only access to prior year grade book data. It is recommended for teachers to print out and save a soft copy of their grade book *prior to leaving for the summer*. Schools can send out the following knowledge base article link to teachers which includes instructions on how to print the grade book.

Foreign Exchange Student Process - High Schools ONLY

If your school hosted foreign exchange students this year, do not inactivate them for the 2025-26 school year. However, if they are enrolled in the 2026-27 school year, they need to be "no-showed" for next year.

12th Graders continuing attendance past May 28th

Submit a ticket to support@pps.net or support.pps.net, by May 21st with names and ID numbers of 12th graders who will be in attendance after May 28th. These students will be temporarily changed to 12A grade so attendance can be taken for them. 12th grade students' attendance has been blocked out after May 28th.

12th Graders/Graduates Process - High Schools ONLY

NOTE: DO NOT inactivate any students who are graduating at the end of the school year!

Once a school submits a ticket requesting the Update Course History process be run for Quarter 4, the SIS Team will run the Year End Status Update process.

This will begin June 10th, 2026.

The Year End Status Update process will:

- Analyze all 12th graders by Diploma Type to find any students who have completed ALL the graduation requirements
- The Graduation Date, May 28, 2026 and Graduation Status will be populated to those students who have completed ALL requirements.

Once this is complete, a ticket will be created and sent to each school. It will include a list of students by diploma type who are missing graduation requirements.

Schools should review these lists for accuracy, make any updates necessary and submit a ticket with the Prior Student/Graduate Update Form to add the Graduation Status and Graduation Date for students who have been updated.

Before Leaving for the Summer/Next Year Tasks and Information

ParentVUE/StudentVUE

Schools will need to determine whether parents should have access to the information on PVUE and SVUE in regards to the schedules, course history, etc. over the summer. Schools are responsible to disable any modules on the PVUE/SVUE configuration screen. The two modules typically left available are Course History and School Information.

Link: Configuring StudentVUE/ParentVUE At A School

Scheduling Year End Instructions

End of year scheduling documentation will be sent via email to the school scheduling lists.

Staff Moves/New Staff

Staff no longer serving at your school:

If an employee, teaching or supporting your school, will not be at your school in 2026-27, submit a ticket via support.pps.net with the following information:

- Legal last name and first name
- PPS email address
- Reason for leaving (retiring, changing jobs, going to (name of school), etc.)

NOTE: Staff cannot be removed if they are assigned to sections in Option Sets, Section screen, or groups. Remove them prior to submitting your ticket.

Brand New to PPS:

The SIS team will receive a list of brand new PPS hires from HR over the summer, add them to your school staff in Synergy and will create their Synergy accounts. In August, when a new teacher or staff member is hired, submit a ticket with the following information via support.pps.net **AFTER** they have received a PPS employee ID# and email:

- Legal last name and first name
- PPS email address
- Employee ID number
- If Elementary teacher, indicate Specialist or Homeroom teacher
- If K8 teacher, indicate grade level(s) they will be teaching
- If non teaching staff, job title and/or duties

Staff transitioning to your school from another PPS school:

If an employee currently teaches/works at PPS and will now be teaching/working at your school, submit a ticket via support.pps.net with the following information:

- Legal last name and first name
- PPS email address
- Part-time or Full-time staff at your school
- If part-time, whether they will remain at the current school for next year
- If an Elementary teacher, indicate Specialist or Homeroom teacher
- If a K8 teacher, indicate grade level(s) they will be teaching
- If non-teaching staff, job title and/or duties

Mass Assign Processes for 2026-27

All Schools

School staff can assign students to academic or athletic groups and/or mass assign counselors to students for the 2026-27 school year.

Change your focus to the 2025-26 school year and then follow the steps in these knowledge base articles:

- Mass Assign or Change Counselor/Administrator
- Student Groups

High Schools ONLY

The SIS team will complete these two processes for all 9th graders in the 2026-27 school year.

- A High School Entry Year of 2026-27 will be assigned in June. It will be run again in August for all late enrollments
- The Standard Diploma Type will be assigned to all 9th graders in August
    - Benson Polytechnic HS is the exception, their 9th graders will have the Benson Diploma assigned

NOTE: Once school begins, HSEY & Diploma type will be entered by school staff upon enrollment.

Locker Process - Secondary Schools

Schools not currently assigning lockers in Synergy and wanting to do so:

- Submit a ticket at support.pps.net to discuss the options, prior to June 23, 2026

Schools who are assigning lockers in Synergy:

- Determine which locker rotation will be used in 2026-27
- Submit a ticket to support.pps.net with "Synergy Locker Default" in the subject line and include the school name and the locker rotation number. DEADLINE: Aug 14, 2026
- The SIS Team will update the field with the information provided
- Verify that lockers that have had an Override Combination have been cleared on the Locker screen. Knowledge Base Article: Verifying Locker Setup