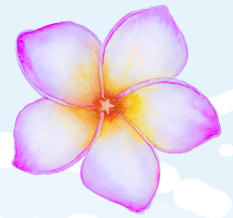




eSD June 2026 Newsletter



Important June Grading Reminders

- Check building final average formulas if you haven't already – System > Grade Reporting > Average Formulas
- Make sure Assessments are tied to the course if the assessment should appear in a teacher's gradebook; make sure you have added a date to the assessment – Scheduling > Courses > Courses – View – Assessments tab
- Re-run Marking Period Totals for ALL marking periods before running final report cards
- Run Final Runs of ALL grade level report cards and Standard Based Report Cards prior to Grade Advancement
- Run Final Runs of Transcripts after all course grades and assessments are entered (run Final Class Ranks first if applicable/to get most updated cumulative average)



School Setup

- Get your courses and calendar set up now to make your first day run smoothly
- Make sure all your buildings have had school setup run for them; check your Elementary buildings and fill out the form below
- Check that your Homebound building has also been setup
- If any changes are being made to your school setup, make sure to let us know
[School Setup Form 2026–2027](#)
[Summer School Setup Form](#)

2026–27 School Calendars

You can start filling in your school calendar once school setup has been run for all the buildings in your district.

- Add Legal Holidays, SA-129 dates, Superintendent Conference dates, BEDS Day, Vacations, and NYS Assessment dates at District level
- Your Semester, Marking Period, Progress Report dates and Regents assessments will be listed at building level
- Any half days should be entered as Shortened Sessions
- Any other days off besides the Legal Holidays should be entered as Other Non-Attendance Days
- Once you have entered your dates, you can run your Daycode generator at building level

If you have any questions about your calendar, reach out to the team and we can walk you through setting it up.

SBRC Reminders

If you will be needing any changes to your Standards Based Report Cards, you should have filled out the form below.

[SBRC Form](#)

Bit Flip

Bit flip can be completed as soon as all your final reports are run, scheduling runs are loaded, and school setups have been completed for all your buildings.

The eSchoolData vendor will be completing these again this year. They will be scheduled first thing in the morning between 5–6:30 am or in the late afternoon from 2:30–4 pm. Your eSchoolData contact will be setting up a date and time with you.

Important Deadline

End of Year deadline for 25–26 SIRS data is August 14th. PLEASE upload your data in Level 0 by noon on Thursday, August 13th to meet this deadline. August 2026 Graduates and Special Ed Events data is not included in this deadline.



Reminder

As a reminder, our offices will be closed on Friday, July 3rd in observance of Independence Day.



Grade Advancement

- Grade Advancement is when students move into their scheduling schools and grades for the 2026–2027 school year, and seniors graduating in June 2026 exit out.
- If you are your district's point person, you should have received communication to pick a date between July 6–17.
- Reminer that you will be completing your own Grade Advancement this year. We will setup a date and time to walk you through it virtually.
- If you have not responded yet to pick your date and time, please fill out the form below.

Grade Advancement Form

REMINDER: If you have students that graduated in either August 2025, January 2026, or they will be graduating in August 2026, these students will need to be transferred out manually and not as part of the grade advancement process.

Graduation Reports

If you want graduation reports to only include the students from your buildings, any seniors that attend Charter/Non-Public Schools in your district need to be transferred out with a 425 exit code, not a graduation code, PRIOR to Grade Advancement. You do NOT need to add credentials for these students if they are exited out prior to grade advancement

New Staff Training

New School year = New Staff

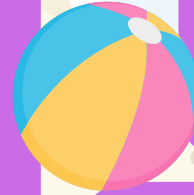
Please remember that August is a very busy training month. Requests will be considered in the order they are received for admin/staff/turnkey teachers.

Training Request Form

Use the link below to have new staff watch the videos we have created on different modules in eSchool
[Recorded Webinars](#)

New Regents Assessments

Conversion scales for scoring for the new assessments will be out no later than June 26th. DO NOT approve scores to be imported until those conversion charts are available.



Field Trips

- Before deleting a field trip, make sure that you drop students from the field trip first.
- Try to add field trips ahead of time; we recommend at least one day in advance
- Be mindful of your start and end times of field trips for attendance purposes

Science Investigations

If teachers are adding grades for Science Investigations from their gradebooks, you need to add the investigations to the Assessment tab on the course settings and make sure there is a date attached.



Important Notes

- When copying and pasting into eSchoolData, use Notepad, not Microsoft Word; Word does not always copy; also eSD is not always compatible with special characters.
- When emailing us to ask for your data to be loaded, please let us know what data sets you need uploaded.
- Double check your calendars from school year 2025–2026 before the end of the year to make any edits you need before data is locked this summer.
- When emailing the team, provide as much information as possible so we can quickly and thoroughly troubleshoot the issue. Include a subject and your district name in the subject line as well. Please do not leave the subject line blank. DO NOT delete scheduling runs without contacting us first



Congratulations to the Class of 2026 Graduates!

