

Student Management System

Yearly Timeline

Each Student Information System is slightly different and each may use different terminology to describe a task/module. The items below may or may not relate to your SMS. This list is meant to serve as a general guideline to remind districts of common tasks throughout the year.

September – May

- Review and correct blank attendance (this should be done every month to ensure state reporting is accurate)

September

- Set up attendance letters and attendance jobs
- Check course credits, weights, NYS course numbers and other course settings
- Verify Elementary Report Cards are correct and linked to the appropriate courses
- Tie assessments to courses and verify assessment dates if your SMS requires this. Ensure you are using correct NYS assessments.
- Update report cards for current year if necessary
- Create traditional grade calculations from District if necessary

October

- Print progress reports
- Issue transcripts

November

- Run report cards

December

- Process Progress Reports
- Develop a scheduling plan and identify scheduling team members

January

- Process report cards
- Run 7th semester rank
- Print transcripts for seniors
- Run new schedules for semester 2

February

- Prepare schools for next year (rollovers, calendars, course setup, etc.)
- Start entering course requests

March

- Process progress reports

April

- Process report cards
- Review/Modify Registration Forms for upcoming year
- Review and correct next year grade, next school and retentions for student grade advance

May

- Kindergarten Registration
- Process progress reports
- Set up summer school – staff, courses, security, etc

June

- Issue report cards
- Print transcripts after running final class rank
- Assign senior graduates a PGP (informational), Diploma Type and Career Path
- Register/Enroll Summer School students

July – August

- Run all end of year reports (rank, transcripts, etc.)
- Gather future year calendar information which may include the following: School start and end dates, marking period dates, progress report dates, holidays, Regents exam dates, final and mid-term exam dates, SA129 semester dates
- Review/Update Attendance Reasons/Codes
- Review/Update Grading Tables/Options
- Review/Update Discipline/Behavior Incidents and Actions
- Place order for next year's paper forms (report card, progress report, etc.)
- Develop class lists (elementary) for rostering
- Lock or complete secondary master schedules
- Advance students/years/calendars as dictated by your SMS
- Set the appropriate NYS Summer School indicator for students attending summer school
- Inactivate former staff and add/delete users for the new school year after state reporting is completed
- Correct enrollment errors
- Review security/permissions for users
- Assign lockers and buses to students
- Clean up unused student groups, if applicable
- Update/Assign homerooms and Counselors
- Print, mail or post schedules on the portal
- Run all necessary reports from Summer School Database prior to ending summer school
- Review Bell times for each school
- Ensure all 3rd party extracts are ready for the upcoming school year
- Check Parent/Student Portal settings