

### Weekly:

- Data Validation – various searches to ensure your data is clean (Ex. mailing\_street contains , or mailing\_street contains Avenue)
- Run School Enrollment Audit report and make any corrections.
- Run Section Enrollment Audit report and make any corrections.

### End of Year:

#### **Pre-Registered**

- Ensure all students have an ASN, unless they are Pre-K without coding. **Do not assign PreK students an ASN until you are sure they are coded.**

Search */enroll\_status = -1; State\_StudentNumber =*

- Ensure all pre-registered students have their Next Year Scheduling set up

Search */enroll\_status = -1*

Quick Export *LastFirst/ Grade\_Level/ Sched\_NextYearGrade/ Next\_School/ Sched\_YearOfGraduation*

**\*\* Grade\_Level and Sched\_NextYearGrade should match**

- If pre-registered students are going into kindergarten please make sure the next year grade level is 0.

#### **Currently Enrolled Students**

- Ensure all students have all Next Year Scheduling set up

Quick Export *LastFirst/ Grade\_Level/ Sched\_NextYearGrade/ Next\_School/ Sched\_YearOfGraduation*

**\*\* Grade\_Level and Sched\_NextYearGrade should NOT match unless student is in grade 12 and returning or in instances confirmed by administration student is being retained in grade.**

- Complete any blanks in appropriate fields in Power School

#### **Students Transferring – CUM request received**

- Moving outside of the division, and you have received a CUM request.

Exit as of June 30, 2018.

- Moving within the division

**Set Next School Indicator to receiving school**

**DO NOT transfer out of PowerSchool** ‘End of Year Process’ will take care of transferring out.

#### **Students Transferring – No CUM request received**

- If parents have confirmed that students are moving but you have not received a request set them up as if they are returning next year, and in the *Next Year Home Room* Field use **Transfer**. This will make it easier to search for them in the fall.

- If you have not received a request and the student would be transferring to a feeder school set the students *Next Year Grade* to their current grade and set the *Next School Indicator* to your school. **We would like this to become the practice as it is likely that the school the student is transferring to will send the request to the last school. This saves the time of sending the file to the feeder school that may or may not be familiar with the student.**

- Sections** set up for all courses and homerooms and dependant sections attached properly– 18-19 school year (*Google Shared>>SIS Help Information Folder>>Elementary Middle>>Dependant Sections*)

- Clear activities** (*System>>Data Management>>Clear Activities*)

- Run any reports needed** – example: parent access report etc.
  
- \*\*Store Grades (\*\*Any Elementary and Middle Schools using Grade Book or Power Teacher Pro please store grades)** - If you have printed Report Cards you know it is now safe to Store Grades.  
 Report Card Pilot Schools *Google Shared>>SIS Help Information Folder>>Elementary Middle Schools>>Pilot Schools PTP Printing Report Cards*  
 Schools that have not previously stored grades please call Karen or Paula and we will talk you through this very short process.
  
- Print attendance Report** for CUM files after attendance has been input on the last day of school (*Google Shared>>SIS Help Information Folder>>Attendance-Instructions for Printing Attendance Reports*)  
 Changes to dates on this report should not be necessary as this report will automatically fill in the Enrollment start date if it is different from the first day and will also indicate the date printed.
  
- Print/photocopy a copy of the Report card** for CUM files. (**Power Teacher Pro Pilot Schools - Google Shared>>SIS Help Information Folder>>Elementary Middle Schools>> Pilot Schools PTP Printing Report Cards**)
  
- File Demographic updates** on Cum files.
  
- Reset** all Kindergarten (K) tracks to “Regular” track (usually A) *after the last day of school*. Can be done in August/September – as long as it is done **after the last day of school and prior to the first day of school.**  
*Select K students>>Student Field Value>>Field to Change = Track>>New Field Value>>A*

**Final Searches:**

- Find students who have the Next Year Grade set to **0** (kindergarten is default if nothing is entered) but should be enrolled in higher grades  
 Search *sched\_nextyeargrade=0;grade\_level>=0*
  
- Ensure all students, **pre-registered and currentley enrolled**, have a *Next School Indicator* set (there are 3 fields to search)  
 Search */next\_school = ;enroll\_status=-1 and next\_school =*
  
- Ensure all students have Year of Graduation filled in on demograpgics page.  
 Search *StudentCoreFields.graduation\_year=*

**On the last work day, please do one final check through to ensure nothing has been missed. Once fully completed, sign, scan and email this page to [sishelp@cesd73.ca](mailto:sishelp@cesd73.ca), then, enjoy your summer.**

Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature: \_\_\_\_\_

Summer Contact Info: \_\_\_\_\_