

Please use the following checklist to prepare for end of year process:

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:

- Ongoing Pre-enrolment (search to find them is /enroll_status = -1)
- If you have students you know are moving outside of the division, and you have received a CUM request for them, please exit them as of **June 30, 2017**. **Remember for within the division transfers – set their *Next School Indicator* to the receiving school but DO NOT transfer them out of PS.** The ‘End of Year Process’ will take care of this step.
- If you have students you know are leaving but you ***don’t*** have a CUM request...set them up as if they are returning next year, and then do something to remind yourself of those students (you could use the next year homeroom and put Transfer as the next year homeroom...then search for them in the fall).
- Ensure all Students have all *Next Year* information set - Do a quick export of these fields: [LastFirst/Grade_Level/ Sched_NextYearGrade/Next_School/Sched_YearOfGraduation](#) and correct any that are blank.
- Sections set up for all courses and homerooms – 17/18 school year
- Clear activities (System – Clear Activites)
- Run any reports needed – example: parent access report etc.
- Print attendance Report for CUM files - after attendance has been imputed on the last day of school. Use – MASS PRINT STUDENT SCREEN function/Absentee Report to do so. Please do ***not*** change the date range – it must be set from first day of school to last day of school, as changes will affect other people running this report (it should be from the first day of school until the last day for all students).
- Reset all Grade EC tracks to “Regular” track (usually A) ***after the last day of school***. Can be done in June or September – as long as it is done prior to the first day of school.

Final Searches:

- To find students who have the Next Year Grade set to ECS – which is the default if nothing is entered (but are in higher grades) search: [sched_nextyeargrade=0;grade_level>=0](#)
- Ensure all students have a *Next School Indicator* set. Search to find any blank [/next_school = ;enroll_status=-1 and next_school =](#)

If you are unsure of where a student is going to be, please set them to your school and make a note to check if they arrive in September – if the NY Grade isn’t offered in your school, set the *Next School Indicator* to the typical school students would advance to.

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, then, enjoy your summer.

Name: _____ School: _____

Signature: _____

Summer Contact Info: _____