

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

Weekly:

- Data Validation – various searches to ensure your data is clean
- Run School Enrollment Audit report and make any corrections.
- Run Section Enrollment Audit report and make any corrections.

Preparing for Marks Submission (End of Term as well as End of Year):

- Inform teachers early of **signed** marks verification sheet being due – communicate the deadline for both Diploma and Non-Diploma marks.
- Have a process in place to ensure that all marks are received for all courses.
- Before storing grades - make sure current term is set.
- Store Grades – Diploma Marks due **June 26, 2017** (Dates posted in the Schedule of Activities for each year)
- Store Grades – Non-Diploma Marks due **June 30, 2017** (Dates posted in the Schedule of Activities for each year)
- PASI Comparisons: – use new **Course Enrollment Count Report** and export to Excel (sort by terms) and compare with **Manage Sections** in PASI.
- Sort Funding Requested to **NO** (Manage Course Enrollment) - Export to Excel and verify they are correct.
- Communicate with schools you share blended students with when storing grades to ensure all marks are stored for reporting purposes.**
- Make a list of any blended students & verify marks pulled to PASI
- VC Marks – when you have students doing VC courses the VC Host and the student’s Primary School need to communicate to ensure marks are stored and submitted correctly.**
- Remember you have to APPROVE your marks in order to “push them across the bridge” to Alberta Education. If you **FAIL TO APPROVE** your marks, they will not appear on a student’s transcript nor will they be sent to School Finance for funding. This is something you need to remember, no work items will be immediately generated if you fail to approve your marks.
From the mouth of Heather Conroy: “Before you go out the door and lock the school, do not forget to:
APPROVE APPROVE APPROVE APPROVE APPROVE APPROVE APPROVE APPROVE APPROVE APPROVE!!!!”

End of Year:

- Ongoing Pre-enrolment (search to find them is `/enroll_status = -1`) – remember to fill out their Scheduling information (*Next Year Grade, Next School Indicator, etc.*)
- Enter Students *Next School Indicator* Search to find any blank `next_school =`
Note: Grade 12 students returning in the fall need the *Next School Indicator* set to the current school and not to Graduated Students
- Enter Students *Next School Grade* - Do a Quick Export to ensure none are missing this field.
`LastFirst/ Grade_Level/ Sched_NextYearGrade`
Note: Grade 12 returning in fall - put to grade 12 not 99
- 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 ‘Year End Process’ will take care of this step.

continued...

- 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).
- Clear activities
- Run any reports needed – example: parent access report etc.
- Run Gr. 12 list if required after End of Year Process

End of Year continued:

- Check Report Card set-up (early June) ensure dates, banner pages, teacher names, etc. Enter school announcements, run sample copies of report cards. Check for Teacher comment lengths and set max. If planning to send report cards out using the Report Broadcast feature in Alert Solutions, please ensure the report card has the proper ASN format that Alert Solutions requires the insure report cards are sent to the correct students. **Testing this at least a week in advance is advised.** Call if you need assistance with this.
- Print Attendance Report for CUM files - after attendance has been imputed on the last day of school
- Honour Roll – can pull from DDE into spreadsheet & merge S1/S2/YearLong (call if need instructions)
- Staff accounts in PS – any teachers not coming back to the division in the fall, change status to “*No Longer Here*” (after the last student day). If transferring within the Division please email sishelp@cesd73.ca to have them removed from your staff list.
- PowerScheduler/Scheduling Complete – Commit schedule by the date set by DIVO
- Ensure all your grade 12 students’ addresses are correct and updated in PASI so that documentation from Alberta Ed. is not sent to the wrong address over summer. *This should be communicated to grads so they are aware.*
- SEAM – Summer contact info emailed to seam@gov.ab.ca
Using subject line – [Summer Contact Information](#)

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 =](#)
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 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: _____