

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.

### June:

#### **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 25, 2018** (Dates are posted in the Schedule of Activities for each year) **Google Shared>>SIS Help Information Folder>>High School Admin>>Marks Procedures- Storing Grades 2017**
- Store Grades – Non-Diploma Marks due **June 29, 2018** (Dates are posted in the Schedule of Activities for each year)

Check CEU Funding Requirements from Teachers for students with grades 25% - 50% ([cesd73.ca](http://cesd73.ca)>>Division Services>>Student Information>>Course Mark Procedures>>Failing Marks and CTS Incomplete Form) <http://www.chinooksedge.ab.ca/documents/general/CEU%20Funding%20Requirements.pdf>

YES or NO to funding. *Keep these forms for reference and audit information.*

- PASI Comparisons – use [Course Enrolment Count Report](#) and export to Excel (sort by terms) and compare with *List Sections* in PASI. (*System Reports>>sqlReports>>Course Enrolment Count Report compare with PASI>>Courses & Marks>>List Sections*)
- File Demographic updates** on Cum files.
- Run Grade 12 list** if required after End of Year Process, once rollover is done Grade 12 students will go to Graduated Students.
- 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.
- 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. If their address is expired in PASI they will **NOT** receive their diploma. **Expired Address is a Core Alert 9012.**
- Check Core Alerts:**

#### Core alerts High School SCM 2017-2018

**WARNINGS-** These will stop you from approving marks

40261 Invalid Course Enrolment Exit Date adjust your dates for 2017-2018 year.

40214 Missing Student School Enrolment. look at enrollment dates for course and school make sure they align

40347 Invalid Evaluation Date.

40320 Invalid Evaluation Date. Make sure these are clear before you leave

40329 Invalid Prerequisite Course Make sure these are clear before you leave

40207 Missing Course Enrolment Mark There should be none of this at the end of the year.

#### **Advice**

40276 - Instructional Minutes Received Required. Course conflict please enter proper calculation of minutes

40220- . Missing Recommended Prerequisite Course

10031 Invalid Exception Code  
10018 Inconsistent Grade

### Conflict

3063 Reconciliation Updates on Instructional Minutes Offered: Year: 2018 Please let us know so we can sync

### Core Alerts DEM Demographic- Everyone

#### **WARNING- These will stop proper Funding**

10065 Missing Citizenship Status. When a student (110104593) is enrolled, a Citizenship Status must be recorded.

10119 *Missing French Hours of Instruction. French Hours of Instruction for Student 3XXXXXXXXX must be provided when using Grants Programming Code 211, 221, or 230*

### Advice

10117 *Inappropriate Age.*

10027 Inconsistent Grants Program Code.

10067 Inconsistent Citizenship Status.

10105 *Missing Enrolment Type.*

10085 Overlapping Enrolment. Student

10112 Missing Student Disclosure Restriction record.

- 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:

- Pre-Registered**
  - Ensure all students have an ASN.  
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**
- 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.**  
**\*\* Grade 12 students returning in the fall need the Next School Indicator set to the current school and not to Graduated Students.**
  - Complete any blanks from the above Quick Export 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, and you have received a CUM request.  
**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.**
  
- Clear activities (*System>>Data Management>>Clear Activities*)**
  
- Run any reports needed** – example: parent access report etc.
  
- Store Grades – (*Google Shared>>SIS Help Information Folder>>High School Admin>>Marks Procedures-Storing Grades 2017*)**
  
- Sort Funding Requested to NO (*PASI Prep>>Courses & Marks>>List Course Enrollments*)** - Export to Excel and verify they are correct.  
 Ensure there are **NO** active (status) courses in PASI (*PASI Prep>>Courses & Marks>>List Course Enrollments>>Status*) all courses should be Completed, Incomplete or Withdrawn.  
 This can be done for previous years as well. This will bring up any changes that you have made in previous years that were not completed or brought up errors. (*PASI Prep>>Courses & Marks>>List Course Enrollments>>select previous year 2016-2017>>filter Approved? to NO>>filter Status to Active or Registered – make any changes that need to be made*).
  
- 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. Changing these dates will affect other schools running this report.
  
- Print/photocopy a copy of the Report card** for CUM files.
  
- Honour Roll** – can pull from DDE into spreadsheet & merge S1/S2/YearLong (*Google Shared>>SIS Help Information Folder>>High School Admin>>Honour Roll from DDE updated May 8*)
  
- PowerScheduler/Scheduling Complete** – Commit schedule by 4:00pm June 28, 2018. (*Google Shared>>SIS Help Information Folder>>High School Admin>>Power Scheduler*) **Please notify us which schedule you are committing and we will take care of that with our year end.**
  
- SEAM** – Summer contact info emailed to [seam@gov.ab.ca](mailto:seam@gov.ab.ca)  
 Using subject line – [Summer Contact Information](#)
  
- 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](mailto:sishelp@cesd73.ca) to have them removed from your staff list. **Once you make this teacher inactive they no longer have access to Power Teacher. Best practice is to do this step after teachers have handed in keys. This step can be done in August if you choose.**

**Final Searches:**

- Find students who have the Next Year Grade set to **0** (kindergarten is default if nothing is entered)  
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: \_\_\_\_\_