The **EOY Checker** page is a customization that permits the user to check the settings for your students' **Next Grade** setting, **Next School** setting and their **Schedule Student** status. It also permits changing these settings *en-masse* by making changes on the page and submitting. This is a great time saver as it eliminates the need to navigate to the Scheduling Setup screen for individual students to make changes.

We recommend using the EOY Checker at the School level rather than District Office. To use the EOY Checker, you may first optionally make a selection of students (by grade level, name, etc.). Next, navigate to *Start Page > System Reports >* **Custom Reports tab > under Miscellaneous > EOY Checker 3.0** *or* *Start Page > Application Drawer > Miscellaneous tab > EOY Checker 3.0.* After the EOY Checker screen loads, you will have several options to select from: *Pre-Registered Students*; *Currently Selected Students*; *All Active Students*; and, *Possible Incorrect Next Year Grades*. Select the option you wish to work with.

Here you can review the selection of students to verify Enroll Status, Current vs. Next Grade, Next School, and Schedule Student settings. If changes are necessary, you can edit the **Next Grade**, select a different **Next School** from the dropdown, and/or check the box to **Schedule Student**. Only those students to be scheduled in PowerScheduler need to have their **Schedule Student** box checked. A *Submit* button is located at the bottom of the page. (Changes to Enroll Status can be made using DDA.)

Pay close attention to the default **Next Grade** setting for your retained and demoted students. Pre-registered students **Next Grade** should be the grade the students will be in for the 20-21 school year, and their **Current Next School** should be the school the students will be in for the 20-21 school year.

Important Consideration: Will you "graduate" your 12th grade special education students or "retain" them in grade 12 in their current school? For answers, confer with your CSE office.