

Below is a summary of the steps to be followed to complete the three phases of the End-of-year Process in PowerSchool. The phases should be completed in order, although the individual steps may be completed out of order.

### **EOY Phase I: Pre-EOY Procedures**

1. Create new school year all buildings including District Office.
2. Use End of Year Checker in all buildings to review Next Grade, Next School and Schedule Student settings.
3. Verify Years & Terms in PowerScheduler.
4. If using Attendance Tracks, verify students are assigned to correct track.
5. Run all reports for state reporting or data validation: SSEC Summary Data Collection, Data Validation Reports, SA-129, SAMS Claim Form A AT-6, Attendance Summary by Grade, ADA-ADM by Student, Discipline Log Report, Parental Access Statistics. In addition, run the Quarter 4 report cards for all students at all buildings and archive the pdf file for future reference.
6. Run School Enrollment Audit and Section Enrollment Audit reports and correct any conflicts.
7. If using PowerLunch, run any needed reports.
8. Verify FTE setup for correct grade-level association for the new year in all buildings.
9. Clear student Activity fields.
10. Run the final/EOY Class Rank as needed. Store final rank by importing to custom fields as needed.
11. Run the Quarter 4 Honor Roll at appropriate buildings as needed.
12. In PowerScheduler, run the **Automated Study Hall Process**. This must be done prior to committing the schedule.
13. Determine if archiving is needed for: Daily Bulletin records, DB Log table data (tracks DDE data changes), PowerSchool Login Sessions, Guardian Web Access Sessions, Lunch balances, Fee balances.

*When these steps are complete, you can move on to Phase II.*

## **EOY Phase II: Complete the EOY**

1. Make Stored Selection of Pre-Registered students by searching EntryDate>=7/1/2020. Mass set enroll\_status to -1.
2. Create Stored Selection for students with the following EntryCodes: 0055, 4030, 5654 and 5905.
3. Pre-Commit scheduling check: Check Course Catalog for any warnings, confirm all sections have a teacher and valid course association using Master Schedule List report, verify Years & Terms in PowerScheduler, determine if GradebookType settings must be preserved (if using mix of PTG and PT Pro).
4. Commit schedules at buildings using PowerScheduler.
5. Use EOY Checker to re-check student Next Grade, Next School and Schedule Student status.
6. Run End-of-Year Process at District Office. (Correct any errors and run again if necessary.)
7. Turn off PowerScheduler access for all groups to prevent use for schedule changes. (All changes must now be made on live side.)
8. Mass change school enrollment entry date for all students to 7/1/2020. Use Stored Selection of pre-registered student to set their entry date to 7/2/2020 to differentiate from returning students.
9. Modify Term dates at all buildings including District Office as follows: For Year-long Term, set Start Date to 7/1/2020 and End Date to 6/30/2021. For Semester 1 Term, set Start Date to 7/1/2020. For Semester 2 Term, set End Date to 6/30/2021. Once complete, run Special Operation to reinitialize calendars.
10. Verify all Term dates in all buildings. If corrections are needed, contact the PowerSchool Team for assistance since class enrollment records may be affected.
11. Run previously made Stored Selections for entry codes 0055, 4024, 5654, and 5905 to mass set correct entry code for each group of students using Student Field Value function.

*When these steps are complete, you can move on to Phase III.*

### **EOY Phase III: Post-EOY Procedures**

1. Review *Checklist for Upcoming School Year* for miscellaneous tasks to be completed.
2. If needed, modify grade level on 8<sup>th</sup> grade credit-bearing courses to '9' to display on transcript.
3. Turn off any **Auto-Comm** and **Auto-Send** functions for WinSNAP/WebSMARTT, EduLog, etc as needed for duration of summer.
4. Turn off **Scheduled Email Notifications** to prevent automatic emails from being generated for the duration of summer.
5. Turn off access to **Parent Portal** for summer at either District or School level (to prevent viewing of student schedules).