

The End-of-Year Process is broken into three phases, **Phase I, Phase II and Phase III**. All three phases are to be completed by the district. **Phase III** can (and should) be completed in the weeks prior to the start of the new school year. *Please note that for districts in our PS Admin service we will be completing the end of year process with you.*

### EOY Phase I

#### IMPORTANT REMINDERS:

- For districts using **SIF**, please have your SIF Coordinator contact the SIF Team with the last day of services for the 19-20 school year.
- According to the NYSED website The NYS State SSEC (formally VADIR) submission for schools is shown in the screen shot below. For more information visit:

[http://www.p12.nysed.gov/irs/school\\_safety/school\\_safety\\_data\\_collection.html](http://www.p12.nysed.gov/irs/school_safety/school_safety_data_collection.html)

**SCHOOL SAFETY AND THE EDUCATIONAL CLIMATE (SSEC)**  
Data Collection || [Data Reports](#) || [Accountability](#)

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**Data Collection for 2019-20 School Year Incidents**

**Data Collection:** School Safety and the Educational Climate (SSEC) incident data for schools and districts may be submitted to the Department via the [NYSED Application Business Portal](#) between **June 26, 2020** and **July 24, 2020**. Please use the following directions on how to log-on to and use the IRS Data Exchange application: [How to use the Application Business Portal](#).

**EARLY REPORTING:** Schools that have been directed to do so by the Department must submit the SSEC Summary data collection form by **July 10, 2020**. The report must be submitted to the Department using the [NYSED Application Business Portal](#).

**1. In ALL District school buildings** (including Out-of District [Reportable & Non-Reportable], Graduated Students, and at the District Office etc.) create the Full-Year and Semester terms in *Years & Terms* and create a **Next School** setup list if one is not already created. The Next School list is at each building under *Start > School > Next School*. Check the status of each building, and then refer to steps A & B below if setup is required. Otherwise, you may skip ahead to step 2. Before you begin . . . log into the *District Office: Start > District > Schools/School Info* and print the school listing page for reference in setting up Next Schools.

- A. In *District Office*, verify that the 2020-2020 and Semester 1 & 2 terms have been created. (*Start > District > Years & Terms*.) Next, log into each **School** and verify that the 2020-2021 and Semester 1 & 2 terms have been created. (*Start > School > Years & Terms*.) The recommended start date for your term is **August 10, 2020**. The end date should be **June 30, 2021**.
- B. While logged in to a school, you can add a new school (if needed) to the **Next School** setup list. (*Start > School > Next School*.) The Next School list should contain the names of all schools that a student in the current school could possibly be promoted to. At the very least, this list should contain the school name of the current school as well as the next school that students are normally promoted to after completing the highest grade in the current school. Use the school list you printed earlier as a reference while determining what schools you should have in your setup list.

**2. (At Each Building)** Use the custom **End of Year Checker** screen to review the *Next Grade*, *Next School*, and *Schedule Student* settings for all students. Use this screen in each building separately, **not at District Office**. **Keep in mind that the next year grade and next school determine the grade and school a student will roll up to when end of year is performed.**

For additional information on using the EOY Checker, refer to the separate document *EOY Checker Custom Page*.

**3. (At Each Building)** For schools scheduling in PowerScheduler, verify the **Years & Terms** in PowerScheduler *Start > PowerScheduler > Years & Terms > Click Edit Terms for the upcoming school year term*. **Note:** The PowerScheduler Years & Terms must be correct before committing the schedules. The start date for your terms should be August 10, 2020 and the end date should be June 30, 2021 (the last day of June). **All term dates must be 100% accurate BEFORE committing your schedule!** *If the dates are incorrect, student course enrollment dates will be incorrect when the schedule is committed.*

**4. (At Each School)** If you are using **Attendance Tracks** verify students are assigned to the correct track. If you used **Attendance Tracks** last school year, then you most likely need to update them. Please refer to the **Using Attendance Tracks** document for more information.

**5. VERY IMPORTANT (At District Office Level and/or School Level)** Run all State and summary reports your district may need. (**IMPORTANT: read note below regarding Years and Terms**). Before performing the End of Year Process, run and **verify** all necessary reports. Before running reports, make sure that the In-Session days in each building's Calendar are set correctly (*e.g.* remove any in-session days that may have been set in July or August for scheduling purposes). The reports to run include (*but are not necessarily limited to*):

- **SSEC Summary Data Collection** (This is the report for reporting VADIR incidents)
- **Data Validation Reports** (refer to the document *PowerSchool Data Validation Reports*)
- **New York State Attendance Report Worksheet (SA-129)** (**THIS MUST BE CHECKED AND APPROVED BY DISTRICT BUSINESS OFFICIALS BEFORE COMPLETING PHASE II.** *Charges will apply for those districts that need to have their data placed on a server to troubleshoot this information after the End of Year process is completed.*)
- **New Attendance Report Summary (NEW\*\* SAMS – Claim Form A AT-6)**
- **Attendance Summary by Grade**
- **ADA/ADM by Student**
- **At the elementary and secondary level schools run and save copies of the final Quarter 4 2019-2020 school year reports cards.**
- . . . and any other reports you may need (*Discipline Log, etc.*)

**Note:** You may need to run the **Generate Reporting Segments for AT6** function before running the SAMS - Claim Form A (AT-6) Report. This process creates monthly reporting segments which are used when running the SAMS – Claim Form A (AT-6). If needed, you can also create semester 1, semester 2 or year long New York Reporting Segments by going to *Start Page > Special Functions > New York Reporting Segments – New (this is done at the school level)*.

**IF YOU HAVE NOT ADJUSTED YOUR 19-20 YEAR-LONG AND SEMESTER-LONG TERMS TO RUN FROM 7/1/2019 TO 6/30/2020, PLEASE DO SO BEFORE RUNNING THE NYS ATTENDANCE REPORTS.**

It is important to run and review the NYS attendance and discipline reports because once certain students become inactive **after EOY is run, they will no longer appear on reports.** Reports are found by going to:

*Start > System Reports > State*

**Note:** If you would like to keep a copy of the report output for future reference save the PDF file to your local workstation or network drive.

**Parent Portal Users:** Parental Access statistics are cleared by the EOY process. If you need to maintain this information for reporting purposes, you must either export the data from the **PhoneLog(27)** table or run the **Parental Access Statistics** report and save a screenshot of the data. The Parental Access Statistics Report is under *Start > System Reports > System tab > Parental Access Statistics*.

**6. (At Each Building)** Run the *School Enrollment Audit* and *Section Enrollment Audit* reports and correct student enrollment conflicts that appear. This is recommended in the EOY Process documentation provided by PowerSchool.

*Start Page > System Reports > System tab > School Enrollment Audit*  
*Start Page > System Reports > System tab > Section Enrollment Audit*

**7. (At Each Building)** For districts using **PowerLunch** – PowerLunch lunch balances will roll over however, you will no longer be able to run the Meal Count Listing, Meal Count Report, or Case Report for the recently closed school year. **Run these reports before end of year process is complete.**

Districts may also wish to do an export of records from the **GLDetail** table before the end of year process is run. If your district is interested in exporting data from this table, please contact the PS Team.

**8. (At Each Building)** Verify all grade levels are associated to an **FTE** (Full-Time Equivalency) for all schools. *Start Page > School > Full Time Equivalency > [click on name of FTE]*, verify **Default grade level for these grades**. If a grade level is not associated with an FTE when the end-of-year process runs, students moved into that grade level, either within the school or coming from another school, will not receive an FTE for the upcoming school year and will need to have one assigned manually.

**9. (At Each Building)** Clearing non-essential fields such as **Activities** is recommended since you typically will not want to carry this information over year-to-year. *Start Page > System > Clear Activities*

**10. (At High School)** Class Rank – Run the class rank calculation and any final class rank reports for this year – you will not be able to do so after roll over is complete. **If you plan to keep the class rank for graduating seniors, export the rank and re-import to a custom field for use on transcripts and other reports.** If you do not already have a custom field used for storing the final senior rank, but would like one, contact a member of the PowerSchool team for assistance. *Start Page > School > Class Rank > Recalculation Frequency > Recalculate Now*

**Note:** *If your District does final ranking prior to the End of Year please be sure to export this data before re-running the Class Rank.*

**11. (At Each Building)** Honor Roll – Run the honor roll *Start > System > Calculate Honor Roll*

**12.** If any schools scheduling in PowerScheduler need to run the automated study hall process, that must be done in PowerScheduler before schedules are committed to the live side. Automated study halls cannot be run on the live side. The PowerScheduler schedule commit is one of the steps in phase II of EOY.

**Important Items To Be Aware Of:**

The following items should be exported if the District wants to keep a record since they will be cleared during

Phase II.

1. Daily Bulletin Records
2. Database Logs that track various changes made in Direct Database Access (DDA)
3. PowerSchool Login sessions
4. Guardian web access sessions
5. **Lunch** balances are transferred from one year to the next. **Fee** balances can either be cleared or transferred from one year to the next. However, if you want an itemized invoice for the prior year's transactions this must be run before the End of Year Process is completed.

– End of Phase I –

**EOY Phase II – IMPORTANT: READ NOTE BELOW!**

**Before proceeding with Phase II, it is imperative that a back-up of your PowerSchool data be made. Please contact a member of the PowerSchool Support Team at [psteam@e1b.org](mailto:psteam@e1b.org) for assistance with the backup process. Also, make sure that all NY extracts have been completed. NO EXTRACTS CAN BE DONE AFTER THE EOY PROCESS HAS BEEN PERFORMED.**

*Special Note for Hosted Customers: As a Hosted customer, your PowerSchool data is continuously being saved in the event you need to revert to a previous copy of your data. Because of this, there is no need to request from Hosting that a backup be made on a specific date or time, as that is already being done.*

*When you view the End-of-Year Process page, there are instructions on how to request the End of Year backup. These instructions are specifically for requesting a **copy** of your EOY backup file. This process does not actually create the file; that is automatically done when you run End of Year. If you would like a copy of the EOY Backup file sent to you, please follow the on-screen instructions.*

**1. (At District Office Level)** First, locate pre-registered students whose enrollments may have become active as of July 1. These records must have their enrollment status changed from “active” to “pre-registered” to avoid creating an incorrect exit date on their enrollment record. Search for **EntryDate**>= 7/1/2020 (for the new year). If you locate students, do the following three things:

- a. Make a Stored Selection of the students – this will be useful later in the EOY procedure. (**Perform search of EntryDate**>=7/1/2020 > **Select Save Stored Selection** > **Name the Selection** > **Select SAVE the current selection with a new name** > **Submit** > **Verify you see your stored selection** ).
- b. Use **Quick Export** to extract the following fields: LastFirst, Student\_Number, EntryDate, Enroll\_Status, Grade\_Level, Sched\_NextYearGrade – export to a spreadsheet and review to verify the data.
- c. Use DDA or Student Field Value function to change the selected students’ enrollment status to “pre-registered” (Enroll\_Status= -1) to prevent these students from rolling over.

**2. (At District Office)** Create selections of students who use an enrollment code other than 0011. After the rollover, all students will have an entry code of 0011 for the 20-21 school year. The following stored selections can help you identify the students who may need a different entry code.

- a. Do a student search for **entrycode=0055**. Then go to **Group Functions** > **Save Stored Selection**. Name the selection **Instructional Responsibility Enrollment 0055** and click Submit to Save the selection.
- b. Do a student search for **entrycode=5905**. Then go to **Group Functions** > **Save Stored Selection**.

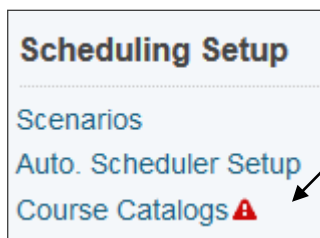
Name the selection *CSE Responsibility Enrollment 5905* and click Submit to Save the selection.

- c. Do a student search for *entrycode= 4034*. Then go to *Group Functions > Save Stored Selection*. Name the selection *Preschool Eligibility Determination 4034* and click Submit to Save the selection.
- d. Do a student search for *entrycode= 5654*. Then go to *Group Functions > Save Stored Selection*. Name the selection *GED Enrollments 5654* and click Submit to Save the selection.

After rollover, find these student selections by going to *Start Page > Stored Selections > Click on Go Functions* to select the students. You will still have to determine on a case-by-case basis which students need which entry codes and be aware that some of these students may have graduated.

**3. BEFORE** committing schedules from PowerScheduler the following items must be reviewed:

- a. **Check the PowerScheduler Course Catalog for Unavailable Courses.** If the Course Catalogs link has a red triangle next to it or there are courses in red letters in the catalog this indicates unavailable courses. Unavailable courses **MUST** be made available to the new school year before committing schedules from PowerScheduler to the live side.
  - i. To see which courses are unavailable - go to *PowerScheduler > Course Catalogs > Edit Course Catalog* > Unavailable courses show in red text. If all courses are showing in red this may indicate the new school year has not yet been created on the live side of PowerSchool. The new year terms **MUST** be set up before end of year process is performed, this is outlined in step #1 under the Phase I section of this document.
  - ii. If only one or some courses are in red, the course(s) are likely not available to the new school year. This can be corrected by going to District Office > Start Page > District > Courses Filter/Search for the course > Click in to the course > Go to the Availability tab > Click the Edit button for the new school year > Use the arrows to select which schools to make the course available to > Click **Submit** > Repeat as needed for other courses.
  - iii. If you are not using a course for scheduling and have no sections associated to the course, it can be deactivated in the PowerScheduler course catalog by going to Course Catalogs > Edit Course Catalog > Deselect the check box for the course > Submit the changes. If there are sections of the course in PowerScheduler, first remove the sections in PowerScheduler and then deactivate the course in the course catalog.



The red triangle icon indicates there are unavailable courses in the PowerScheduler course catalog.

- b. **Confirm all Sections in PowerScheduler Have a Teacher Assigned and Check for Unknown Courses.**

- i. To check PowerScheduler for sections without teachers or sections associated to unknown courses run the Master Schedule List report.

***PowerScheduler > Reports > Under Post Build Reports – Master Schedule List > Run the report for All Periods and All Days > Submit***

- ii. All sections must be assigned to a teacher even if that is a placeholder teacher such as TBD or Staff, Staff. To correct sections missing a teacher – Go to PowerScheduler > Sections > Select the course > Click the section number to open the edit section screen > Select the teacher > Submit to save the changes. If the section is not needed it can be deleted from PowerScheduler.
  - iii. Sections associated to an unknown course must be addressed. A section showing unknown course occurs when a section(s) exists for a course that is not active in the PowerScheduler Course Catalog. To correct the issue, reactivate the course in the PowerScheduler course catalog OR if the section(s) are not needed > Activate the course in the PowerScheduler course catalog > Delete the section from PowerScheduler > Go back into the PowerScheduler course catalog and deactivate the course.
- c. **Verify the Years & Terms in PowerScheduler** are correct by going to ***PowerScheduler > Years & Terms > Click the Edit Terms link for 2020-2021***. Update term dates if needed. The start date for the Years & Terms should be 8/10/2020 and the end date should be 6/30/2021.
- d. **Check the Default Gradebook Type Setting:** PowerSchool allow you to set the default gradebook for all newly created sections (***Start > District > PowerTeacher Pro Settings > Default Gradebook Type***). The important thing to know is that when you run the schedule **Commit**, the new year sections will be set to the current default gradebook type. It is recommended that you set the default gradebook to PowerTeacher Pro.

If your teachers are using a mix of PT Pro and PowerTeacher Gradebook, you may want to know which teachers are using which gradebook. You can determine this by using DDE to export your current year sections. In DDE, select the Sections(3) table and search on TermID>=2900. When the sections are selected export the following fields:

[5]LastFirst  
[2]Course\_Name  
Course\_number  
Section\_Number  
GradebookType

**Note:** A GradebookType of '1' indicates the old PowerTeacher Gradebook, while a GradebookType of '2' indicates PT Pro. Use this information to set individual sections to the desired gradebook as needed or to plan for training on the newer PT Pro gradebook.

Once items from **a**, **b**, **c**, and **d**. above are addressed, proceed to Step 4.

**4.** (At Each Building that scheduled with PowerScheduler) **Commit** your schedules. **Start Page > PowerScheduler > Commit > Choose the option for Sections & Student Schedules (this will replace both).** > **Click Submit.** Once the commit has processed go to the Start Page of PS and check a sampling of students to make sure student schedules committed successfully.

### Commit Master Schedule

Committing the Master Schedule will result in the following items being copied over to your production environment:

- Periods
- Days
- Year term

Any data you have for next year will be replaced with the values you currently have in PowerScheduler.

When the Year Term is replaced it will remove any associated terms.

Please choose which schedules to copy:

Copy	Select
Sections Only (this will keep Student Schedules)	<input type="radio"/>
Student Schedules Only (this will keep Sections, Periods, Days and Terms)	<input type="radio"/>
Sections & Student Schedules (this will replace both)	<input checked="" type="radio"/>

[Submit](#)

5. Re-check status of students *Next Grade*, *Next School* and *Schedule Student*. Use the custom **EOY Checker 3.0** function for this purpose.

6. Complete **End-of-Year Process**. Log into the District Office. *Start Page > System > End-of-Year Process*

- A. Verify the information containing *School*, *School Number*, and *High Grade* for each School and Default Next School for Students in High Grade. If a change is to be made, go to ***District > Schools/School Info > [Select a school name]*** Edit the information as needed.
- B. Choose appropriate values from the dropdown lists for Exit and Entry codes. Enter appropriate comments in the Exit Comment field for students who are graduating, promoted to the next school, next grade level, retained or demoted a grade level.
- C. Using the NYS Entry and Exit codes, here are our recommendations for exit and entry codes for the following students (See following page):

Students who are. . .	Exit Code	Entry Code
<b>Graduating</b>	799 (Graduated (earned a Regents or local diploma))	
<b>Promoted to Next School</b>	153 (Transferred to another school in this district or to an out of district placement)	0011 (Enrollment in building or grade)
<b>Promoted within Same School</b>	PR (Promoted to same School)	0011 (Enrollment in building or grade)
<b>Retained</b>	RT (Retained)	0011 (Enrollment in building or grade)
<b>Demoted</b>	RT (Retained)	0011 (Enrollment in building or grade)

Type of student	Exit Code for Current Enrollment	Entry Code for New Enrollment	Exit Comment	Replace Existing Values?
Graduating	799 (High School Graduates: Graduated (earned a Regents or local diploma))	N/A	Graduated	<input type="checkbox"/>
Promoted to next school	153 (Transfers: Transferred to Another School in This District or to an Out-of-District Placement)	0011 (Enrollment in building or grade)	Promoted Next School	<input type="checkbox"/>
Promoted within same school	PR (Promoted)	0011 (Enrollment in building or grade)	Promote Same School	<input type="checkbox"/>
Retained	RT (Retained)	0011 (Enrollment in building or grade)	Retained	<input type="checkbox"/>
Demoted	RT (Retained)	0011 (Enrollment in building or grade)	Demoted	<input type="checkbox"/>
Fees: Transfer Method <input checked="" type="radio"/> Roll over the current balance <input type="radio"/> Zero the current balance				
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">⚠</span> Perform EOY Validation         </div>				
<a href="#" style="background-color: #0070c0; color: white; padding: 5px 15px; text-decoration: none;">Perform End-of-Year Processing</a>				

**D. Make a selection for Fees: Transfer Method.**

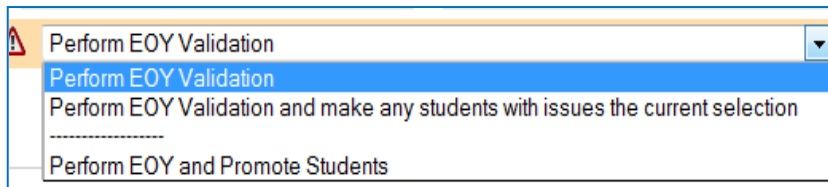
Choose whether to roll fee balances over into the new school year or to zero the current fee balances for all students. Balances that are rolled over into the next year will display as one “lump sum” transaction. Outstanding fee balances that are “zeroed out” are not deleted. They are simply not rolled over into the next school year.

**End-of-Year Process - (a.k.a. Promote Students) Progress**

Beginning End-of-Year Process ...  
Processing 514 students  
Validating student's promotion readiness...  
Validation complete.  
Promoting students and enrolling new students...  
Promotion and enrollment complete.  
Moving lunch balances...  
Deleting batch records...0 records  
Deleting GL Detail records...0 records  
Deleting parental access records...8,192 records  
Deleting login records...29,463 records  
Deleting bulletin log records...132 records  
Deleting DB Log records...854 records  
End-of-Year Process Complete

Example of EOY Processing

You will now notice that there is a drop-down menu at the bottom of the End-of-Year page.



- a.) Choose the option to **Perform EOY Validation** to check for any validation errors that need to be corrected before completing EOY. *If you do not run this prior to performing EOY validation will still occur but all errors may not be listed together, and you would have to run the process several times to view all of the errors.*
- b.) Choose the option to **Perform EOY Validation and make any students with issues the current selection** to check for any validation errors that need to be corrected and to select the students that have the errors.
- c.) Choose the option to **Perform EOY and Promote Students** to complete the actual End-Of-Year process.

E. Click the **Perform End-of-Year Processing** button. The process will begin.

7. After performing the End-of-Year Process, you could have errors that need to be corrected before the process can complete. If this is the case, fix your errors and begin the End-of-Year Process again. If the process was successful, verify that the information in the data file is correct. For example, be sure previous year 11th graders were properly promoted to 12th grade.

8. Turn PowerScheduler access off for groups so that scheduling changes can only be made on the live side. (*Start Page > System > Security > Groups*)

9. Mass change school entry enrollment dates following these steps:

- Determine the actual School Start Date by navigating to **Start Page > School Setup > Years & Terms**. Note the year's start date (e.g. 8/10/2020).
- All students who have an entry date equal to (=) the Start Date (first day of the new school year), such as 8/10/2020, must be changed to 7/1/2020
- On the Start page, in the **Search Students** text box, enter EntryDate>= and the date found on the **Years & Terms** page. (e.g.: EntryDate>=8/10/2020). Click the search button.
- Select the **Student Field Value** from the **Group Functions** menu.



- In the **Field to Change** box, enter “EntryDate”.
- In the **New Field Value** box, enter the new entry date of 7/1/2020.

**10. (At District Office Level)** Check the status of the Pre-Registered students changed in Step 1.

Change the term to the new school year. Search for **/enroll\_status = -1;entrydate<[today's date]**. If there are no results then the students are now active. If a student list does appear, from the **Group Functions** menu, select **Student Field Value**. Enter **enroll\_status** in the field to change box. Enter 0 in the **value to change to** box. Click **Submit**, review the list of pending changes to confirm that -1 will change to 0 for the selected students. Click **Submit** again to finalize the changes.

**Note:** To more easily keep track of students who are “brand new” in the district for the upcoming school year, you have the option to change the pre-registered students entry date from 7/1/2019 to another date to differentiate between returning and new students. If you made a stored selection of these students, select them now. Use **DDA** or Student Field Value to change the selected students’ **EntryDate to the new Date (e.g. 7/2/2020)**.

**11. (At Each Building)** – If your District used a date other than 7/1/2020 as the Term Start Date then you will need to change the Year-long term to have a start date of July 1, 2020 for the 20-21 school year. Likewise, if you have a Term End Date other than 6/30/2021, you will need to edit the End Date.

In addition, you will need to modify your semester long terms so that Semester 1 has a start date of July 1, 2020 and Semester 2 has an end date of June 30, 2021. **Once the dates have been changed for your buildings you will need to reinitialize your calendars. See directions below on how to complete this task. Please contact the PowerSchool team if you have questions or need assistance with this process.**

- At each School navigate to **School > Years and Terms > Edit Terms** (20-21 year)
- At District Office navigate to **District > Years and Terms > Edit Terms** (20-21 year)

**12. (At Each Building)** – Confirm the Years & Terms are correct. The dates in Years & Terms drive the start and end dates of student class enrollments. If the Year & Term dates are not correct after roll over, correct the dates and reach out to [psteam@elb.org](mailto:psteam@elb.org) for assistance with correcting class enrollment dates.

**How to Reinitialize the Calendar:**

- 1) At any building from the **Start Page** click **System** under **Setup**.
- 2) Navigate to the Command Execution page by changing your web address to the following:

[Your PowerSchool Server URL]/admin/tech/executecommand.html

- 3) In the text box enter:

**\*\*initdailyschedules**

- 4) Click the **Submit** button.

\*This process only needs to be done once and will reinitialize all calendars for all buildings set up in PowerSchool. This process does not clear out calendar set up.

**13.** Review the previously saved Stored Selections of students who have an entry code other than 0011 (**Start Page > Stored Selections > Go Functions**).

Instructional Responsibility Enrollment 0055  
CSE Responsibility Enrollment 5905  
Preschool Eligibility Determination 4034  
GED Enrollment 5654

Review the entry code for the individual students in each selection and decide whether the prior year entry code (0055, 5905, 4034, 5654) is appropriate. If appropriate, change the entry code to match the prior year entry code.

– **End of Phase II** –

### **EOY Phase III**

*Complete these final steps in the coming days to prepare for the new school year.*

1. Prepare for the Upcoming School Year. Refer to the document *Checklist for Upcoming School Year* for information on tasks that need to be performed in preparation for the upcoming school year. (These documents will be sent to you in the coming weeks with other **Start of Year** documentation.)
2. If you are a district that prints grades 9 through 12 on your transcript, you may need to change the grade level associated to historical grades for ninth-grade credit bearing courses that were taken by your eighth-grade students so the courses count in the GPA calculation as well as appear on the transcript. You can change the grade level on the historical grade individually by student or use ‘DDA’ to mass change by course number (\*Note: Some of you may have already completed this task for NYS reporting purposes). Check other custom reports you may have in PowerSchool for updating as needed.
3. Turn off **AutoComm** or **AutoSend** functions set up in PowerSchool for WinSNAP/WebSMARTT, EduLog, etc. in late June after school has ended for students. In late August or early September turn these functions back on. This will prevent PowerSchool from grabbing unneeded data over the summer while school is not in session. To turn AutoComm or AutoSend off do the following:
  - In District Office navigate to: **Start > System > AutoComm Setup**
  - Click the *name* of the AutoComm record you want to work with.
  - Check the checkbox next to the *Turn Execution Off* option.
  - Click **Submit** (\*note: be sure to click the Submit button and NOT the Delete button).
  - Continue this step for all AutoComm setups
  - Choose **AutoSend Setups** under **Start > System** and complete the same steps for any AutoSend setups you have created.
4. Turn off Scheduled Email Notifications: (This will turn off automatic emails to students, guardians, teachers, and other staff members)
  - In District Office navigate to: **Start > System > System Settings > Email > Set Enable Email Notifications to No > Submit**
5. Once schedules are committed, they will be viewable in the Parent Portal, and some districts may prefer that they not be accessible. Turning off access to the Portal can prevent this. If you would like to turn off access to the Parent Portal for the summer, see the steps below.

**To shut off access to parent/student apps/portal District wide**

1. While in District Office navigate to *District > Miscellaneous >* Check the box to *Disable Student and Parent Portals/Mobile Apps*.
2. To display a custom message that will display to parents and students check the box for *If Disabled, Display This Message to Students and Parents* and enter the custom display message. Otherwise, the default message will show.
3. Click **Submit**.

When the Portal is shut off district wide users will see a message indicating this on the log in screen in the browser and the app and will not be able to log in.

### **To shut off access to parent/student apps/portal at the School level**

1. In the School building for which you wish to disable access to the Public Portal click *School*.
2. Click *Parent/Student Access*.
3. Check the box to *Disable Access to Public Portal*.
4. Enter a **Custom Access Disabled Title**, if left blank **Information Temporarily Disabled** will show.
5. Enter a **Custom Access Disabled Message**, if left blank the message that shows will be:

**The PowerSchool Student and Parent portals for this school have been temporarily disabled. Check with your school for more information.**

6. Click *Submit*.

When the Portal is disabled at the school level, users will still be able to log in but will not see any student information. In the browser a 'disabled' message (the default one or if entered, the custom one) will display. In the app, no data will display and no 'disabled' message displays.