

Year-End Preparation – Elementary Schools

✓	Task	Navigation	Comments
	Review staff lists and secondary school associations.	School view > Staff top tab <ul style="list-style-type: none"> • Set filter to All Records 	<ul style="list-style-type: none"> • Do not delete staff records! • Provide district support staff with a list of staff that are no longer associated to this school. • Provide district support staff with a list of staff that are required at this school in the new school year.
	Incoming Students Review	School view > Student top tab <ul style="list-style-type: none"> • Set field set to Pre-Transition 	<ul style="list-style-type: none"> • Set filter to PreReg Students: <ul style="list-style-type: none"> ○ Students new to Aspen, that have been enrolled to begin in the new school year. • Set filter to Next Year Students <ul style="list-style-type: none"> ○ Students with a next school value of this school. ○ Click School > Name header to sort by school. Verify incoming feeder students from StrongStart Centres. ○ Pre-Reg students will appear in this list if they have a Next School value of this school.
	Current Student Data Review	School view > Student top tab > set filter to Primary Active Students > Pre-Transition field set Filter on the fields to the right to confirm settings are correct. Option: Export to Excel for easier filtering and analysis	<ul style="list-style-type: none"> • Next School: <ul style="list-style-type: none"> ○ Check feeder students for out-going grades to ensure the correct next school values are assigned. • Next Homeroom: Assign as appropriate for the school. This value will become the student’s homeroom in the new school year. • Diploma Granted Date: should be blank for all students. • Retain Grade: Should be “N” for all students. • Withdraw: Should be “N” for most students. This is only used if the student is leaving the school and they don’t know where they are going. <ul style="list-style-type: none"> ○ Next School field for these students should be empty! ○ This box should NOT be checked for students that are transitioning to a new school and have a next school value. • To be Graduated: Should be “N” for all students.

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	Verify Final Mark entry on transcript records	School view > Student top tab > Options > GDE > Curriculum Marks Information	<ul style="list-style-type: none"> • Convert the extract to Excel <ul style="list-style-type: none"> ○ Check for missing Tri 3 (Kindergarten/Primary) or missing Final (Intermediate) marks.
	Exit students from student services if moving to another district. This should be done at the very end of the year as it will affect current designations for students.	Student Services view > School > Student top tab <ul style="list-style-type: none"> • Set the filter to Active • Set the field set to SD98 Year End Review 	<ul style="list-style-type: none"> • Identify students who are leaving the district. • Exit withdrawing students from student services as per district policy.
	Set term dates for the master schedule in the Build Year	Build view > Scenarios top tab <ul style="list-style-type: none"> • Click into the detail of the scenario to be committed after EOYR • Click the Terms side tab 	<ul style="list-style-type: none"> • For each schedule term, click into the detail <ul style="list-style-type: none"> ○ Click the Set date button below the <i>Term map</i> ○ Populate the dates as appropriate ○ Check the appropriate Grade term cover map box
	Report Cards/PSRs	School view > Student top tab > Reports menu	<ul style="list-style-type: none"> • Run report cards and PSRs for students and place copies on file.
	Run required school data backup as required by the school.	School view	<ul style="list-style-type: none"> • Suggestions: <ul style="list-style-type: none"> ○ GDEs ○ Custom school Quick Reports, if any