



## Year-End Preparation – High Schools

|  | Task  | Navigation  | Comments  |
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|   | Review staff lists and secondary school associations. | <b>School view &gt; Staff top tab</b> <ul style="list-style-type: none"> <li>Set filter to <b>All Staff</b></li> </ul>  | <ul style="list-style-type: none"> <li><b>Do not delete staff records!</b></li> <li>Provide district support staff with a list of staff that are no longer associated to this school.</li> <li>Provide district support staff with a list of staff that are required at this school in the new school year.</li> </ul>  |
|   | Incoming Students Review                              | <b>School view &gt; Student top tab</b> <ul style="list-style-type: none"> <li>Set field set to <b>Pre-Transition</b></li> </ul>  | <ul style="list-style-type: none"> <li>Set filter to <b>PreReg Students:</b> <ul style="list-style-type: none"> <li>Students new to Aspen, that have been enrolled to begin in the new school year.</li> </ul> </li> <li>Set filter to <b>Next Year Students</b> <ul style="list-style-type: none"> <li>Students with a next school value of this school.</li> <li>Click <b>School &gt; Name</b> header to sort by school. Verify incoming feeder students.</li> <li>Pre-Reg students will appear in this list if they have a Next School value of this school.</li> </ul> </li> </ul>  |
|   | Current Student Data Review                           | <b>School view &gt; Student top tab &gt; set filter to Primary Active Students &gt; Pre-Transition field set</b><br><br>Filter on the fields to the right to confirm settings are correct.<br><br>Option: Export to Excel for easier filtering and analysis | <ul style="list-style-type: none"> <li><b>Next School:</b> <ul style="list-style-type: none"> <li>Check feeder students for out-going grades to ensure the correct next school values are assigned.</li> <li>Should be blank for graduating students.</li> </ul> </li> <li><b>Next Homeroom:</b> Assign as appropriate for the school. This value will become the student’s homeroom in the new school year through the EOYR process.</li> <li><b>Diploma Granted Date:</b> should be populated to all students who are graduating, with the exception of students on the School Completion Certification graduation program. (See instructions below for SCCP students).</li> <li><b>Retain Grade:</b> Should be “N” for most students. This is used only for Grade 12 students who are returning to a school next year. Students staying in Grade 12, but continuing at another school will have the Retain Grade flag set to “Y” and be assigned the appropriate Next School value.</li> </ul> |

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|   |                                     |  | <ul style="list-style-type: none"> <li>• <b>Withdraw:</b> 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"> <li>○ <b>Next School</b> field for these students should be empty!</li> <li>○ This box should NOT be checked for Graduating students.</li> </ul> </li> <li>• <b>To be Graduated:</b> Should be “Y” for all students who are graduating, except for students on the School Completion Certificate graduation program (SCCP).               <ul style="list-style-type: none"> <li>○ These records should also have a <b>Diploma Granted</b> date populated.</li> <li>○ The <b>Next School</b> field for these students should be blank if they have completed their schooling.</li> </ul> </li> </ul> |
|   | SCCP Students                       | <p><b>School</b> view &gt; <b>Global</b> top tab &gt; <b>Favorite</b> side tab &gt; <b>Graduation Student Program</b> table</p> <ul style="list-style-type: none"> <li>• Set the filter to <b>Active Grade 12s</b> <ul style="list-style-type: none"> <li>○ <b>Student&gt;Grade level</b> = 12</li> <li>○ <b>Search based on</b> = School Completion Certificate</li> </ul> </li> <li>• Set the field set to <b>Year-End Grads Review</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Diploma Granted Date:</b> should be populated if the student has completed schooling and requires a certificate.</li> <li>• <b>Withdraw:</b> should be set to “Y”, if the student has completed schooling and should be withdrawn at EOYR.</li> <li>• <b>To be Graduated:</b> field should be set to “N”.</li> </ul>  |
|   | Secondary Students (cross-enrolled) | <p><b>School</b> view &gt; <b>Global</b> top tab &gt; <b>Favorite</b> side tab &gt; <b>Student School Association</b> table</p> <ul style="list-style-type: none"> <li>• Set filter to <b>Current Year Secondary Students</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Review secondary school associations and end-date as appropriate.</li> <li>• Secondary school associations that do not have an end date will be end-dated during EOYR and a secondary school association will be created for the 2016/2017 school year.</li> </ul>   |
|   | Review Journal Entries              | <p><b>School</b> view &gt; <b>Global</b> top tab &gt; <b>Student</b> side tab &gt; <b>Student Journal</b> table</p> <ul style="list-style-type: none"> <li>• Set filter to <b>Active Students</b></li> <li>• Set field set to <b>Expire Journal Entries</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Set Delete on Transfer flags to Y as appropriate. This will cause the journal entries to be deleted from the system when the student leaves the school.</li> </ul> <p><b>Note:</b> There is no GDE for Student Journal Entry backup. If this data is required for internal record-keeping, export the “Expire Journal Entries” field set to a csv file and store in a secure location.</p>   |
|   | Review Student Fees (if applicable) | <p><b>School</b> view &gt; <b>School</b> top tab &gt; <b>Cashier’s Office</b> side tab &gt; <b>Fees</b> sub-side tab</p>   | <ul style="list-style-type: none"> <li>• Click the <b>To be Graduated</b> header twice to sort the “Y”s to the top.</li> <li>• Void or delete outstanding fees for graduating students.</li> </ul>  |

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|   |   | <ul style="list-style-type: none"> <li>Set filter to <b>Outstanding Balances</b></li> <li>Set field set to <b>Year-End Fees Review</b></li> </ul>   | <ul style="list-style-type: none"> <li>Click the <b>Withdraw</b> header twice to sort the “Y”s to the top.</li> <li>Void or delete outstanding fees for students that are withdrawing from the school.</li> </ul>   |
|   | Verify Final Mark entry on transcript records   | <b>School view &gt; Grades top tab &gt; Transcripts side tab</b> <ul style="list-style-type: none"> <li>Set the dictionary icon to All</li> <li>Set field set to <b>TRAX Course Analysis</b></li> </ul> <b>Option:</b> Export to Excel as a csv for easier filtering and analysis.            | <ul style="list-style-type: none"> <li>Click on the <b>Final</b> column header. Records with blank final marks will sort to the top. If these records are not “comment only” courses, a final mark should be in place.</li> </ul>   |
|   | Review TRAX Data  | <b>School view &gt; Grades top tab &gt; Transcripts side tab</b> <ul style="list-style-type: none"> <li>Set the dictionary icon to <b>All</b></li> <li>Set the field set to <b>TRAX Course Analysis</b></li> </ul> <b>Option:</b> Export to Excel as a csv for easier filtering and analysis. | <ul style="list-style-type: none"> <li>Check for missing course start or course end dates</li> <li>Check for grade 10-12 courses with final marks but no credit values. Non-exam courses should have credit values</li> <li>Check for exam courses with exam and blended values but no credit value.</li> <li>Run Calculate Credits to apply the BC Credit procedure to ensure correct credit values are populated.</li> <li>Check for examinable courses completed in previous semesters with no exam or blended values. Run Blended Marks to Transcript procedure to see if this populates the transcript record. Follow up on any that are still blank.</li> </ul> |
|   | Submit TRAX   | <b>School view &gt; Student top tab &gt; Options &gt; Exports &gt; BC TRAX Extract (Course, Demographics and Exam)</b>  | <ul style="list-style-type: none"> <li>Submit to Ministry web app, review and correct errors from echo reports.</li> <li>Verify Ministry Non—Grad list.</li> <li>Complete final TRAX submission.</li> </ul>   |
|   | 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. | <b>Student Services view &gt; School &gt; Student top tab</b> <ul style="list-style-type: none"> <li>Set the filter to <b>Active</b></li> <li>Set the field set to <b>SD98 Year End Review</b></li> </ul>   | <ul style="list-style-type: none"> <li>Identify students who are leaving the district.</li> <li>Exit withdrawing students from student services as per district policy.</li> </ul>  |
|   | Complete master schedule in the Build View  | <b>Build view &gt; Scenarios top tab</b>  | <ul style="list-style-type: none"> <li>Use the <b>Name</b> field to identify the master schedule scenario that will be committed after EOYR.</li> </ul>   |
|   | Set term dates in the master schedule   | <b>Build view &gt; Scenarios top tab</b> <ul style="list-style-type: none"> <li>Click into the detail of the scenario to be committed after EOYR</li> <li>Click the <b>Terms</b> side tab</li> </ul>  | <ul style="list-style-type: none"> <li>For each schedule term, click into the detail               <ul style="list-style-type: none"> <li>Click the <b>Set date</b> button below the <i>Term map</i></li> <li>Populate the dates as appropriate</li> <li>Check the appropriate Grade term cover map box</li> </ul> </li> </ul>  |

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|   | Report Cards/PSRs  | <b>School</b> view > <b>Student</b> top tab > <b>Reports</b> menu | <ul style="list-style-type: none"><li>• Run report cards and PSRs for students and place copies on file.</li></ul>  |
|   | Run required school data backup as required by the school. | <b>School</b> view  | <ul style="list-style-type: none"><li>• Suggestions:<ul style="list-style-type: none"><li>○ GDEs</li><li>○ Report Cards</li><li>○ Custom school Quick Reports, if any</li></ul></li></ul> |