Utah STATE OFFICE of Education

Year End Process

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Steps to Prepare for Rollover

There are several steps to complete in preparation for rolling over to the new school year.

The year-end process is final. There is no going back to the previous year to pull reports. It is important you save all reports before you have finished the year end process.

USOE does not save your report data. USOE does not have your transcripts. You must save all transcripts and reports for all students and for auditing. Generating last year's reports and transcripts is not possible because of the massaging and calculation of the data that must take place to generate the reports and the transcripts.

Before you rollover to the New Year:

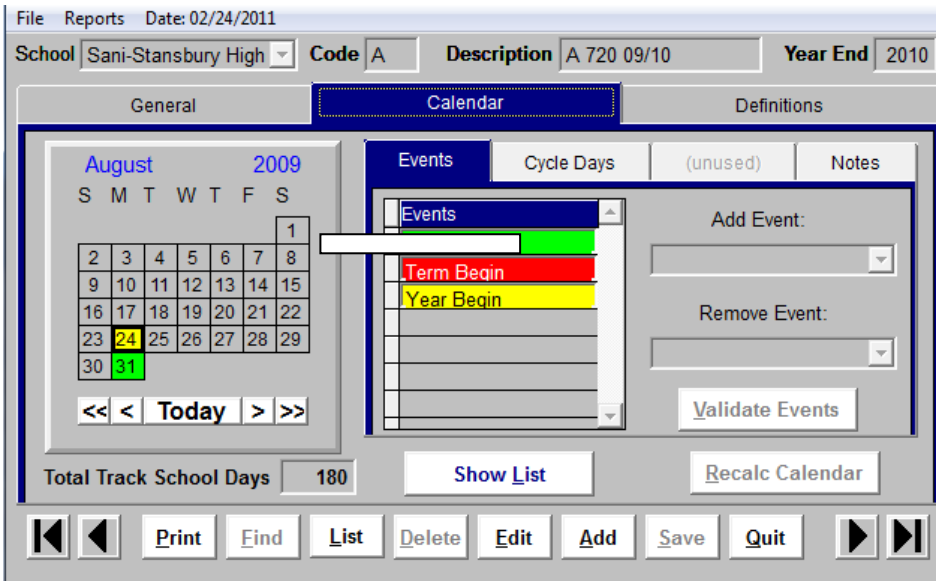
1. **Finalize year-end UTREx Clearinghouse submission.**
2. Enter calendar for the next school year track.
    a. Put in any events for the coming track as well as the cycle days.
3. Run end of year reports and save them all to pdf. It is also recommended that these pdf files are saved to more than one media. Make sure more than one person knows where this data is saved. **Hard copies of all reports should be printed and saved.**
4. Run all student transcripts – print hard copies and save them to a pdf format. It is also recommended that the pdf files be saved to more than one media.

Entering Calendar Data for the New Track

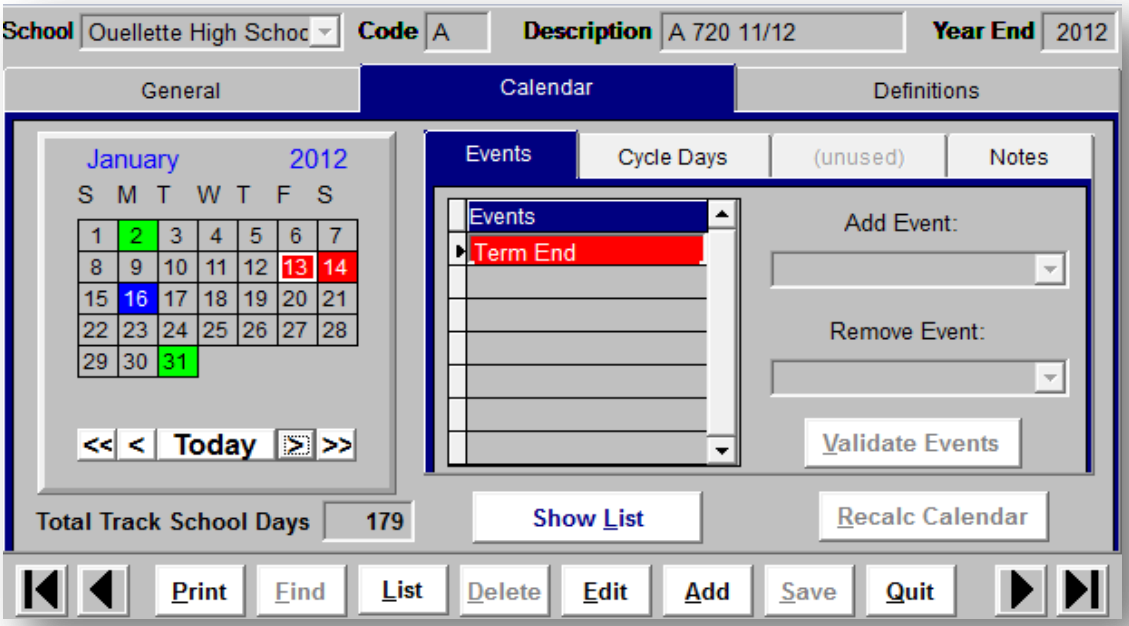
This process is done for each individual school and for the district office level – 000- even if you are a charter school.

If you have not already set up the calendar for the new track, you will need to go to System / Track Editor / Calendar to do this.

Calendar Setup



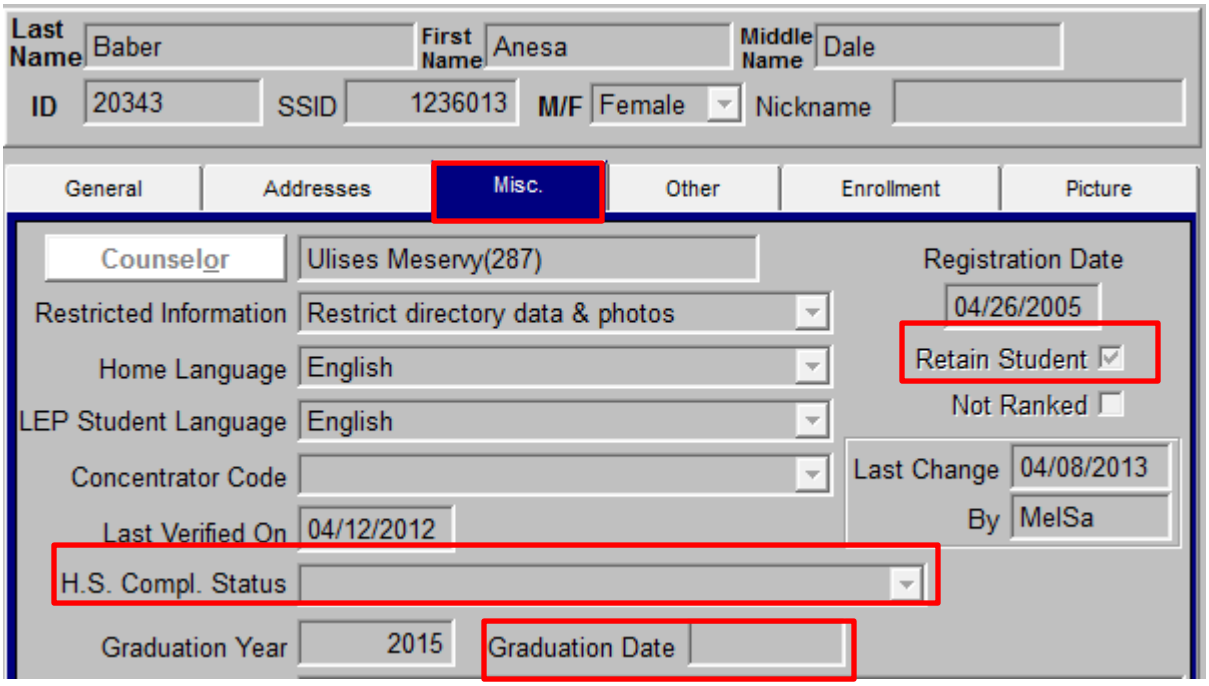
- Enter any events for the coming track. Make sure to include Term Begin and Term End days, the beginning of a term should be the following day after the term ends, as well as any holidays, staff development days, etc.
- Total Track School Days should not be more the 180 days.
    - If you are going to have Cycle Days, go to the **Cycle Days** tab.



- Set up your cycle days for the new track. **Best practice is to only have one cycle day.**
- **Create Future Status records for both Faculty and Students.**

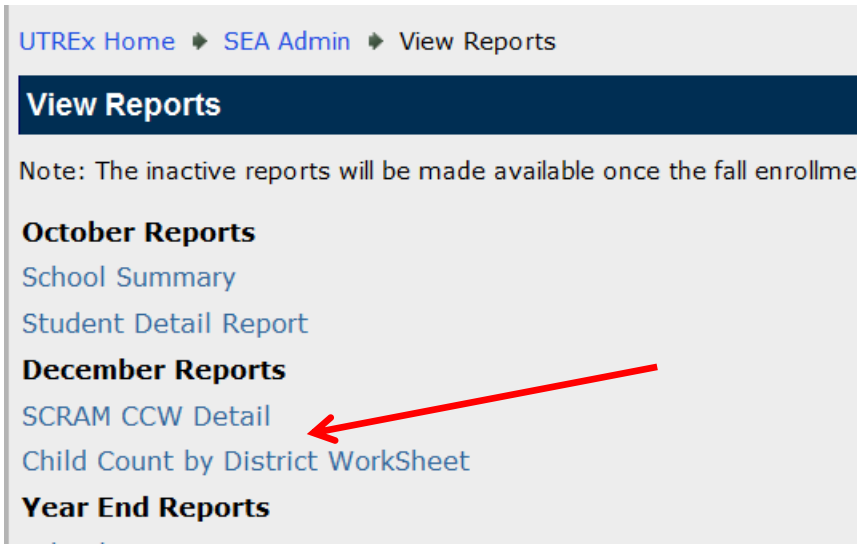
Retaining Students

For any student who will be retained in the current grade – including 12th grade "super seniors" – mark **Retain Student** on the Student Editor / Miscellaneous tab, and verify the High School Graduation Completion Status or Graduation Date is not present.



Run UTREx Clearinghouse Reports as Archive Reports

Save all year end reports from UTREx in hard copy and pdf.



Run End of Year Reports

There are several reports that you need to run as part of the year-end process. You'll want to save each report as a hard copy and to pdf, as well as saving the pdf files to more than one form of media.

The reports you must run are:

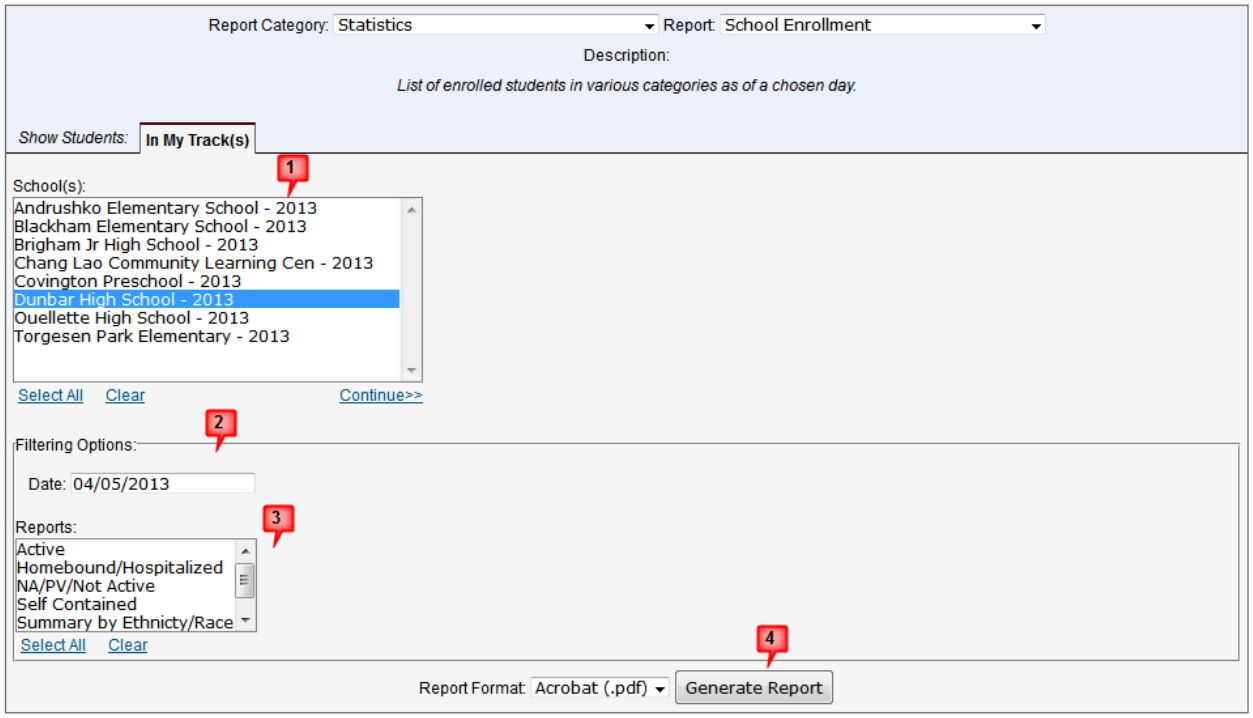
- ✓ Statistics - School Enrollment - Date(last day of school) – Select All reports
- ✓ Statistics - Year Round Membership – Date(first day of school to last day of school)
- ✓ Attendance - Class Attendance Report
- ✓ Attendance - Student Attendance Detail Report
- ✓ Attendance - Consecutive Absent Audit Report (replaced 10 Day Audit Report)
- ✓ Attendance - School Absences by Race
- ✓ Attendance - School Attendance by Class
- ✓ Attendance - School Attendance for Special Education
- ✓ Academic Progress - Grades Not Finalized Report for each term, finalize marks so they won't be wiped out when you roll your year forward.
- ✓ Academic Progress - Student Transcript
    - Run once WITHOUT "Year End Archival (Seniors)" checked. (only schools with seniors)
    - Run once with "Year End Archival(Seniors)" checked. (only schools with seniors)
- ✓ Academic Progress – Report Cards
- ✓ Behavior – Behavior Detail
- ✓ Behavior – CRDC – (Civil Rights Data Collection)
- ✓ Classroom – Class Summary – All Teachers – All Classes – Print for each term
- ✓ Classroom – Class Category Summary – All Teachers – All Classes – Print for each term

A good practice is to name the file the same as the report and include the year (date) as part of your filename.

Print the reports and save the files to your computer. Always save reports in more than one location for accessing later. This is good practice, in case one location later becomes not accessible.

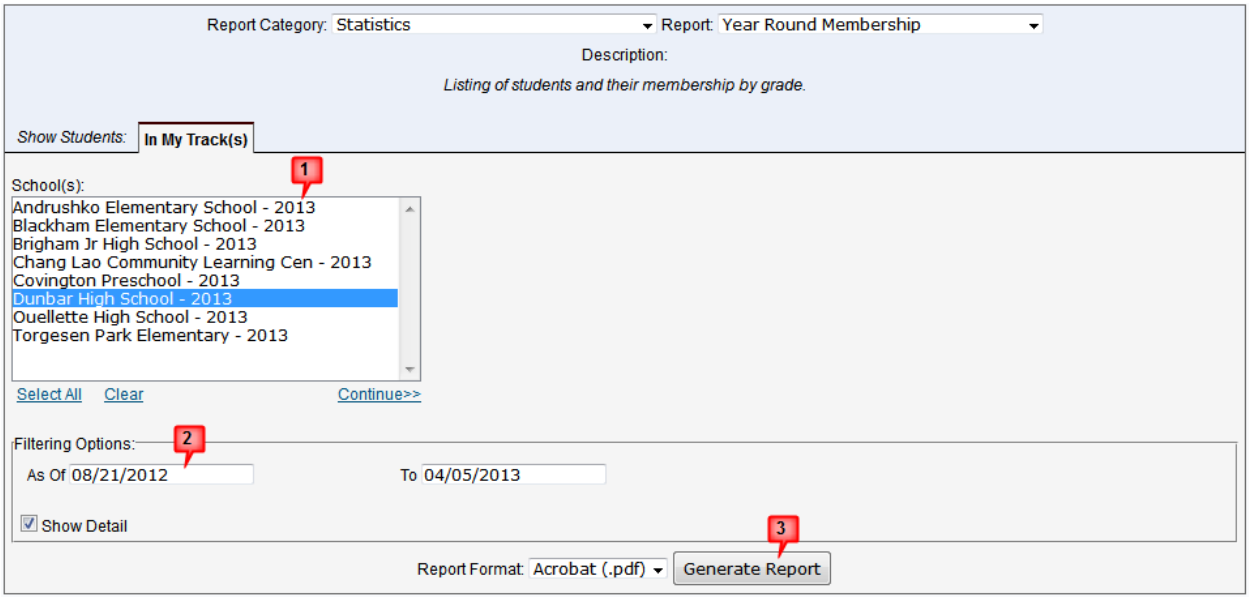
Statistics

School Enrollment



1. Select a Track – this report can be run for multiple Tracks
2. Date (last day of school)
3. Select all Reports
4. Generate Reports

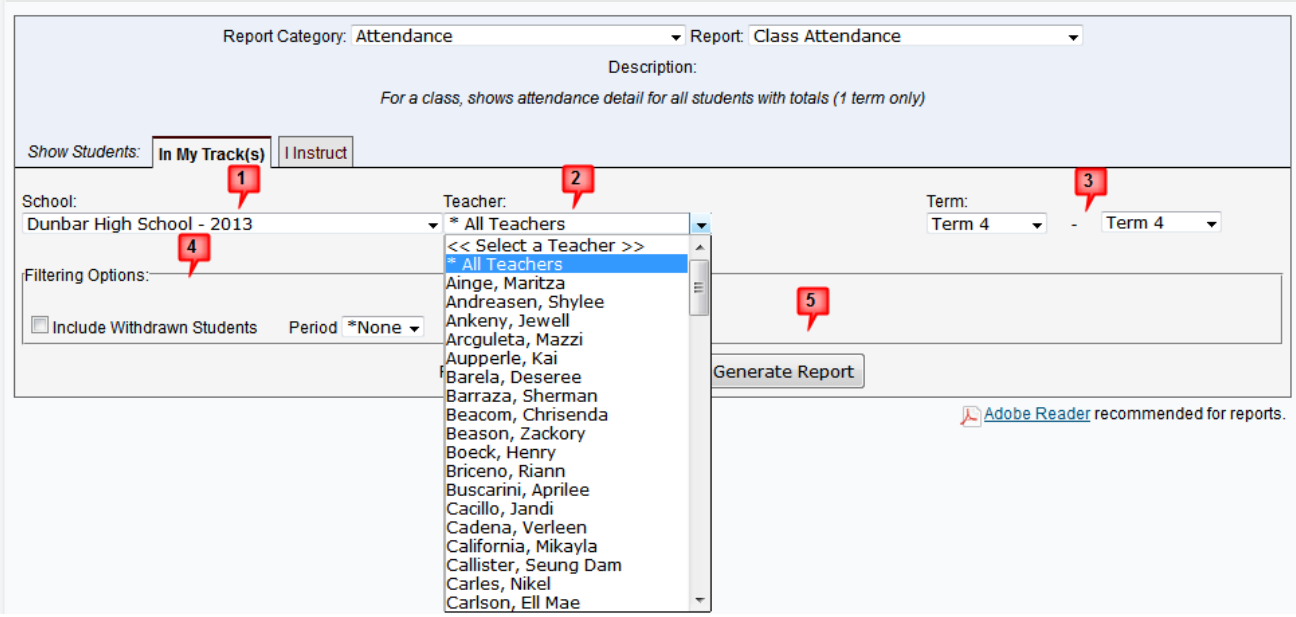
Year Round Membership



1. Select a Track – this report can be run for multiple Tracks
2. Select Filtering Options (make sure dates cover the entire school year)
3. Generate Report

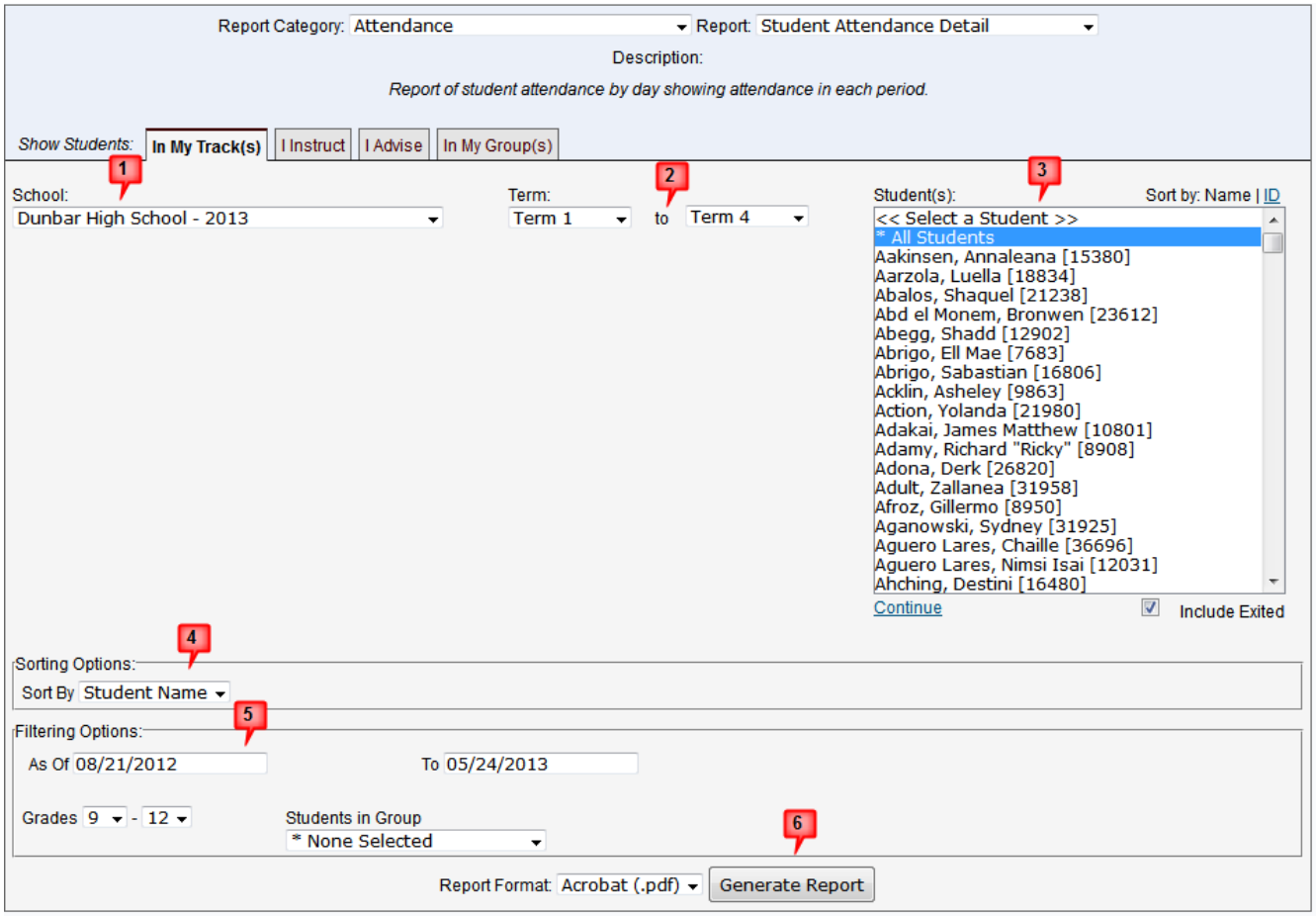
Attendance

Class Attendance



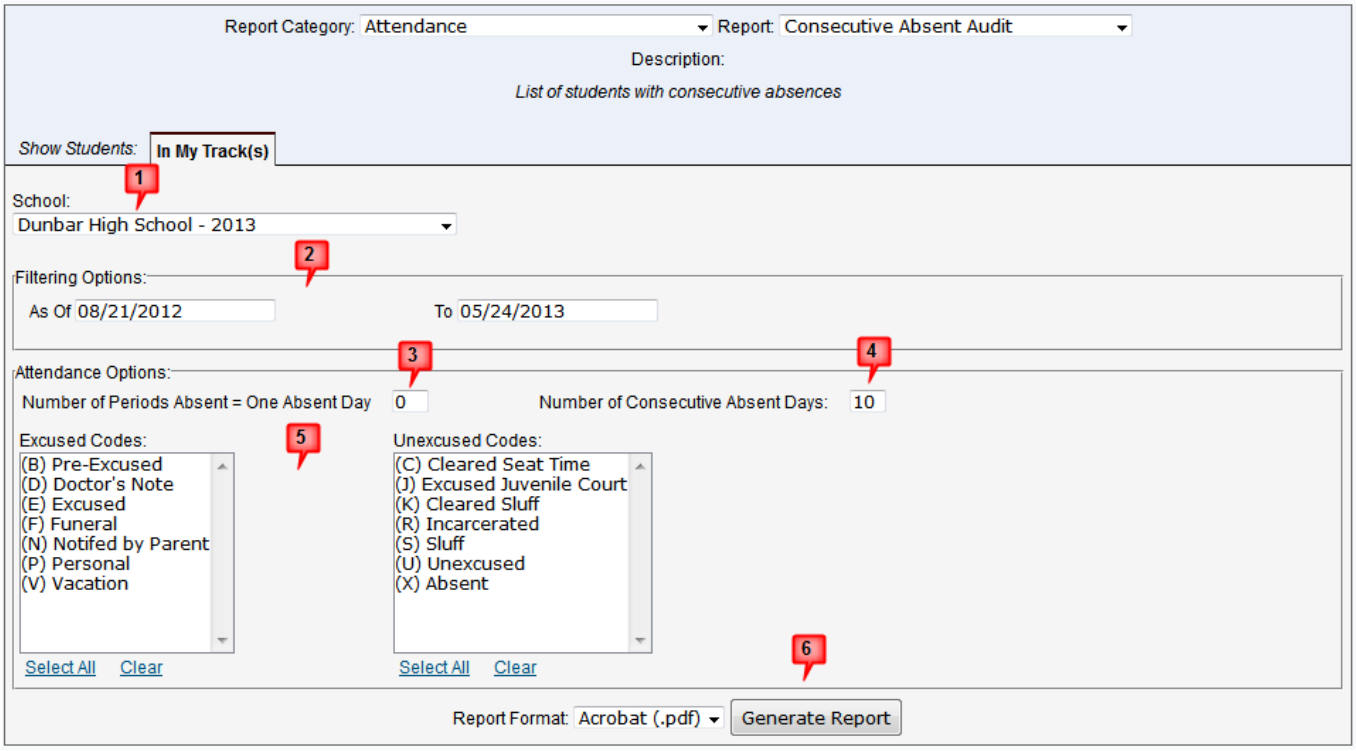
1. Select a Track
2. Select a Teacher or All Teachers
3. Select the terms (choose term 1 to term 4)
4. Select Filtering Options
5. Generate Report

Student Attendance Detail



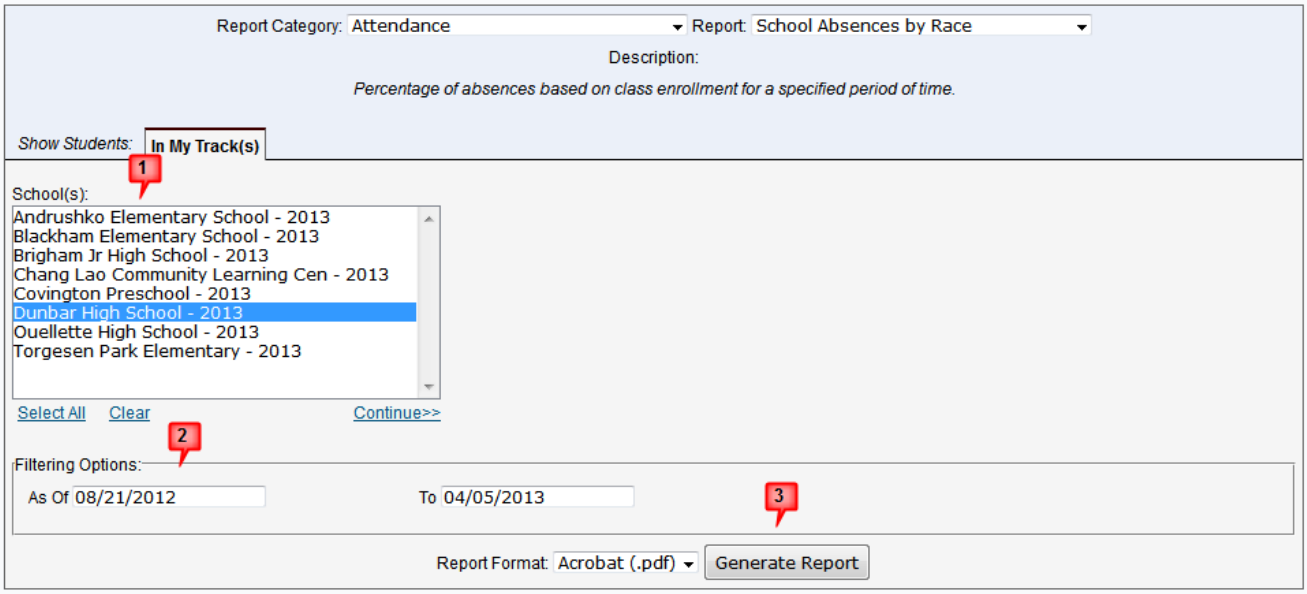
1. Select a Track
2. Select Term 1 to Term 4
3. Select All Students including Exited
4. Select Sorting Options
5. Select Filtering Options (make sure dates cover the entire school year)
6. Click on Generate Report

Consecutive Absent Audit



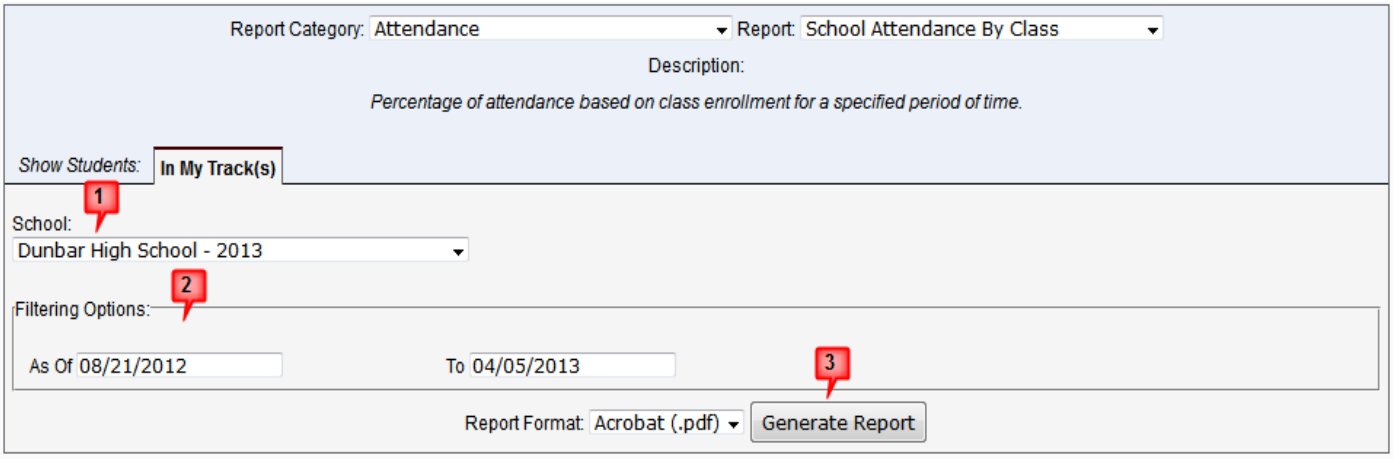
1. Select a Track
2. Select Filtering Options (make sure dates cover the entire school year)
3. Check the number of periods = one day absent is the same as what you have in track calendar
4. Leave "10" in the **Number of Consecutive Absent Days**
5. Select Excused and Unexcused Codes
6. Click on Generate Report

School Absences by Race



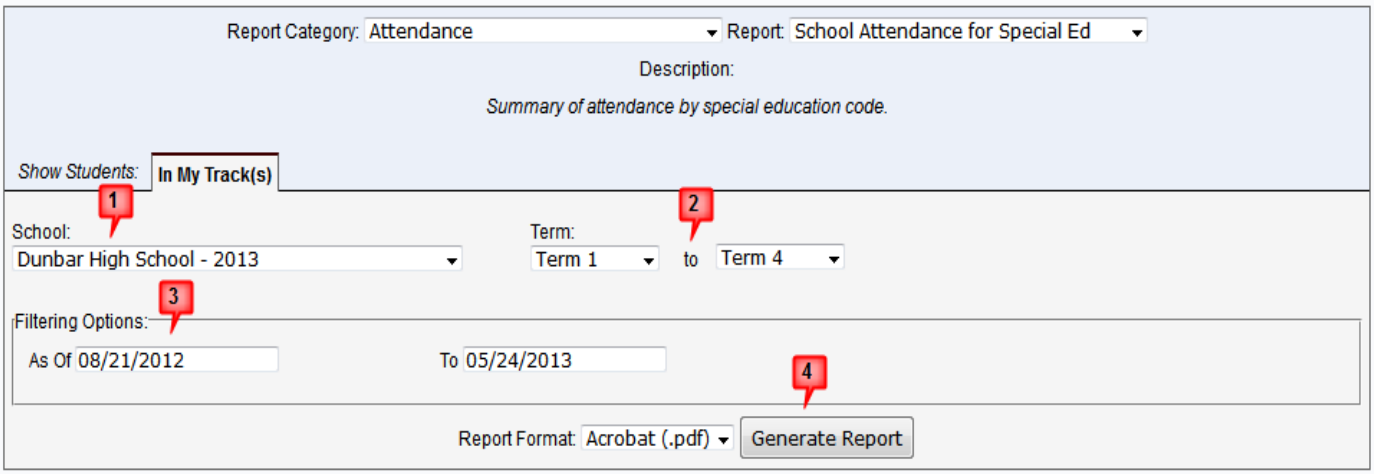
1. Select a Track – this report can be run for multiple Tracks
2. Select Filtering Options (make sure dates cover the entire school year)
3. Generate Report

School Attendance by Class



1. Select a Track
2. Select Filtering Options (make sure dates cover the entire school year)
3. Generate Report

School Attendance for Special Education

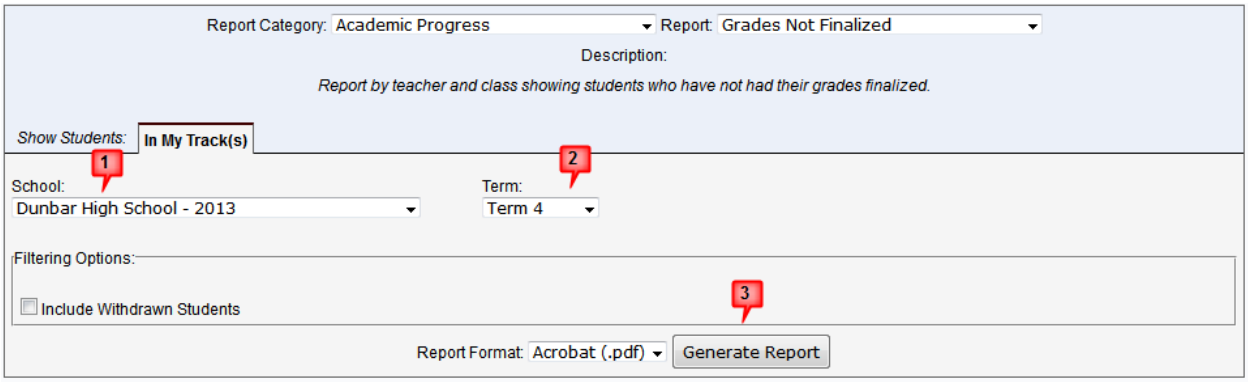


1. Select a Track
2. Select Term 1 to 4
3. Select Filtering Options (make sure dates cover the entire school year)
4. Generate Report

Academic Progress

Grades Not Finalized

This report you'll want to run to make sure your grades will all appear on the transcript. This report will alert you to grades that have not yet been finalized. However, if all of your classes are at the elementary level and if you don't finalize grades, you can skip this report.



1. Select a Track
2. Select Term (You will need to run this report for each term separately)
3. Generate Report

If you have been running this report each term throughout the school year, the results should come back as zero.

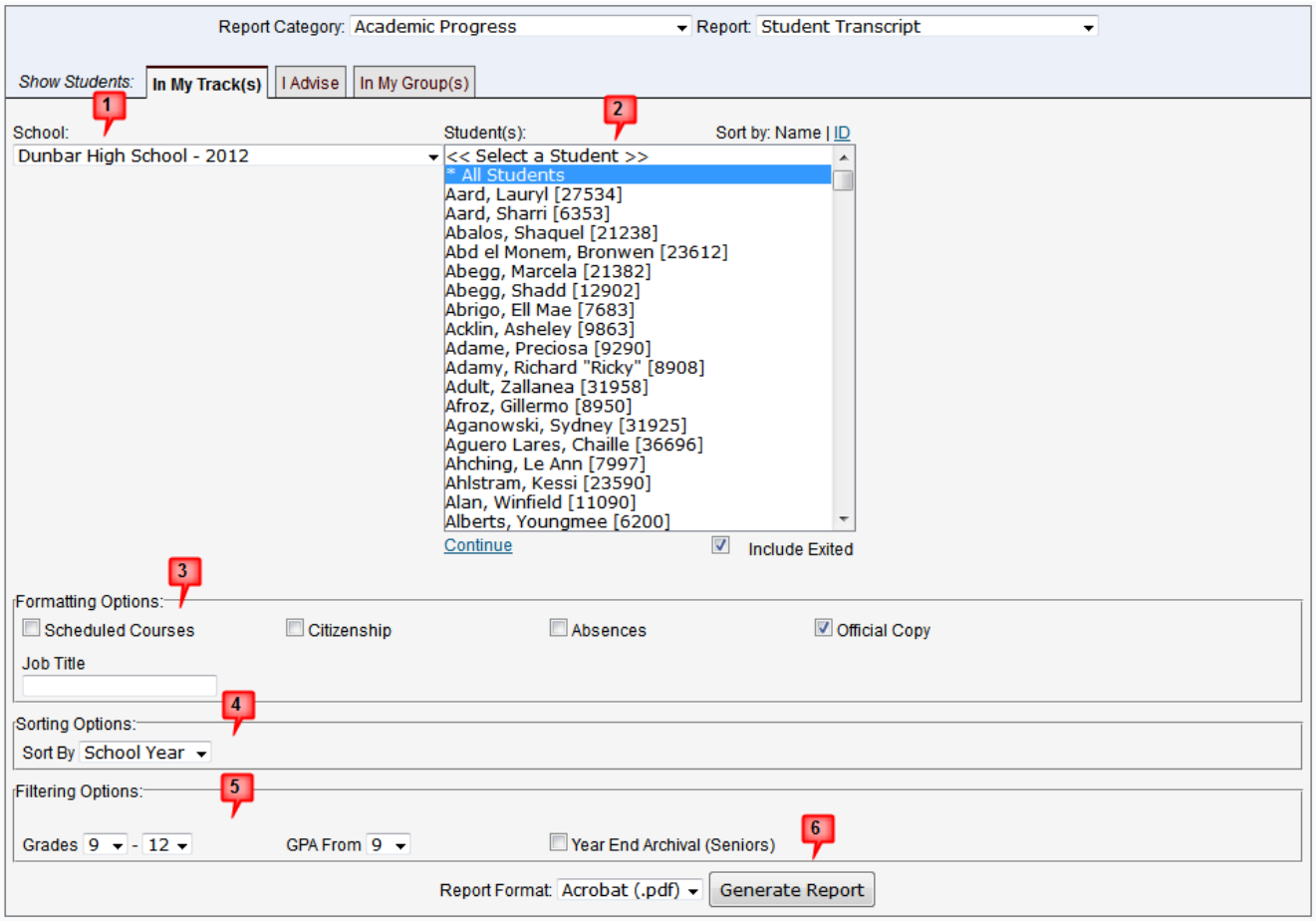
There is no need to save this report. Just print it out and use it to finalize all grades.

NOTE: Once the year-end rollover is complete, USOE CANNOT re-create the Grade book and finalize the grades, so it is important to finalize your grades BEFORE rolling over the year.

Running the Grades Not Finalized report is critical, you'll get a reminder message about running it when you attempt to run the year-end process in FoxPro Client. If you've already verified that all grades have been finalized, just click OK when the warning comes up.

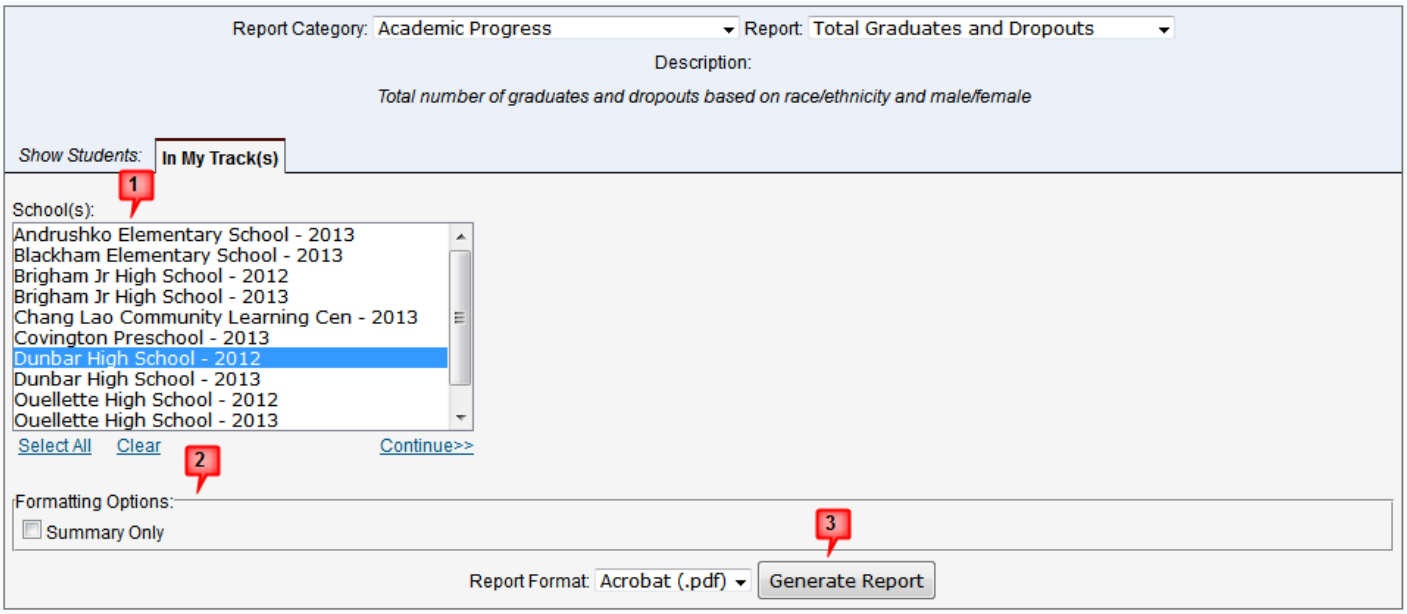
If not, click Cancel and go back to that step.

Student Transcript – Grade Levels 9-12



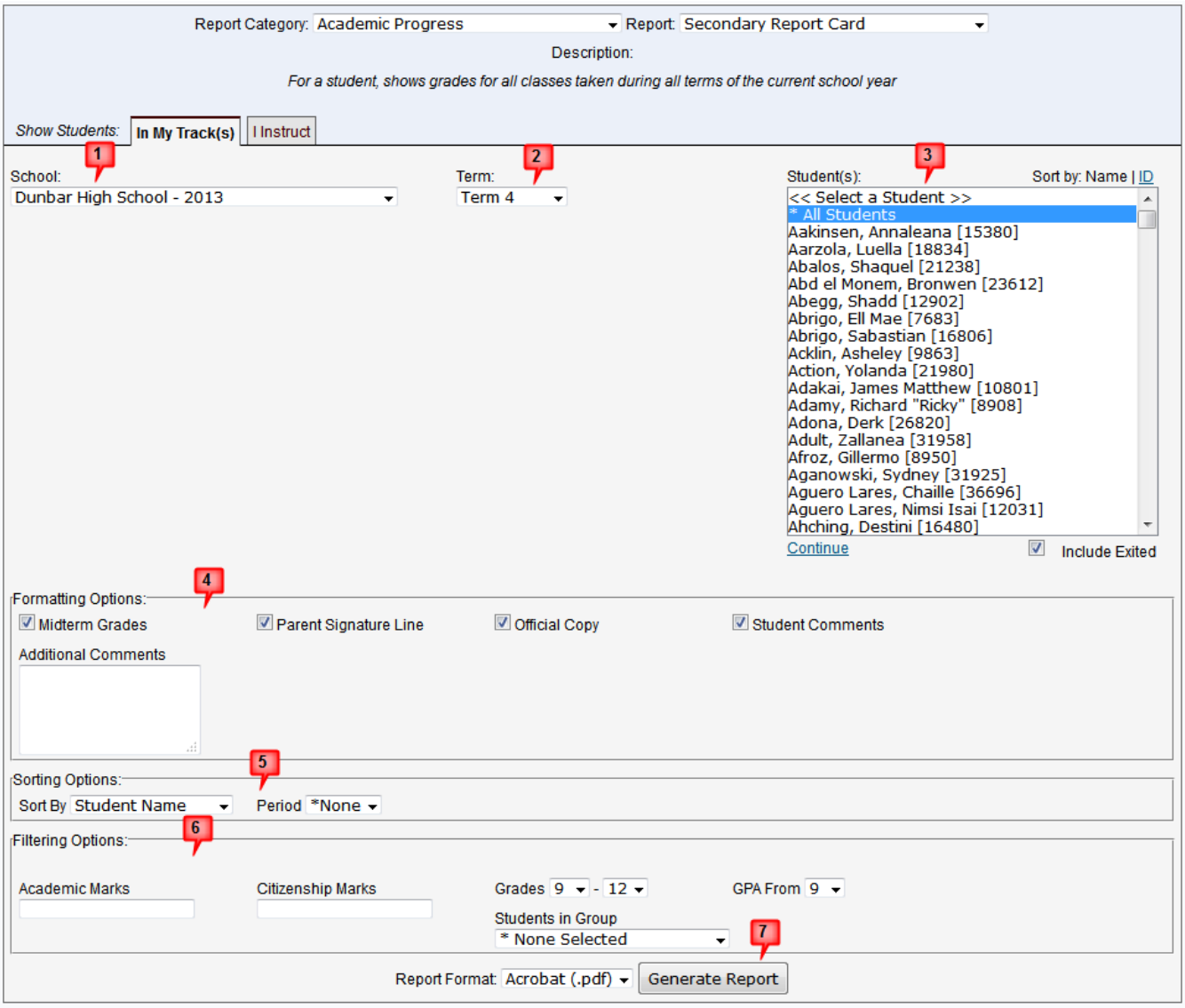
1. Select a Track (Districts have to run this report for each school)
2. Select Include Exited then All Students
3. Select Formatting Options
4. Select Sorting Options
5. Select Filtering Options (Run report once without "Year End Archival" do this first, then run report again with it checked.
6. Click on Generate Report

Total Graduates and Dropouts - Grade Levels 9-12



1. Select a Track (Make sure you select the current year)
2. Select Formatting Options
3. Generate Report

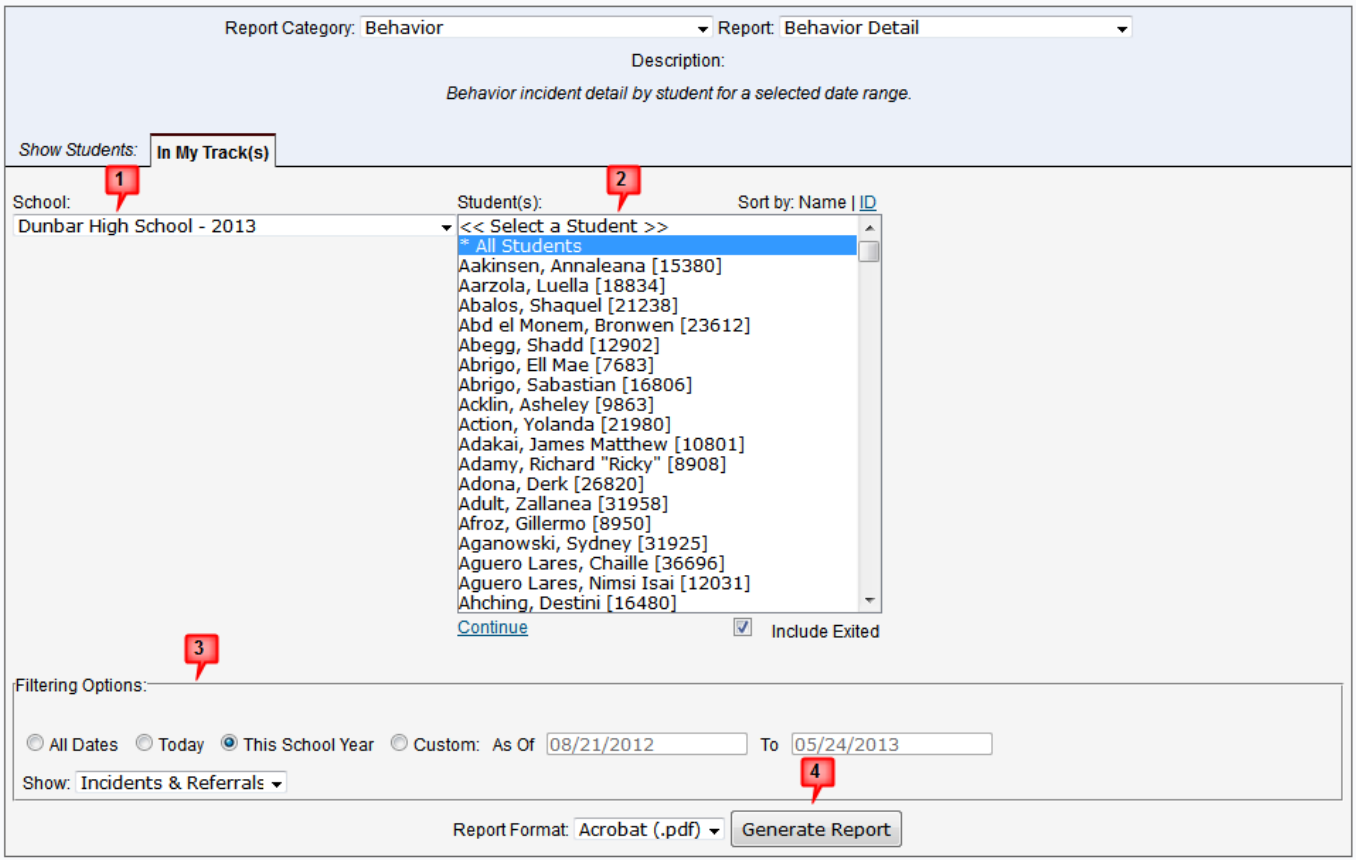
Report Cards



1. Select a Track
2. Select Term (Print for each term if you have not already)
3. Select All Students including Exited
4. Select Formatting Options
5. Select Sorting Options
6. Select Filtering Options
7. Generate Report

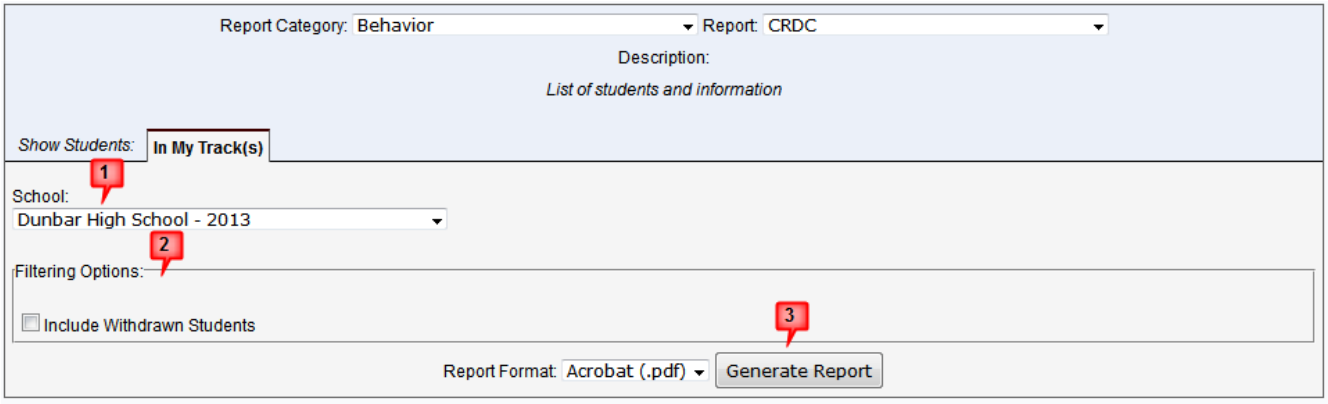
Behavior

Behavior Detail



1. Select a Track (Make sure you select the current year)
2. Select All Students including Exited
3. Select Filtering Options (Use this school year)
4. Generate Report

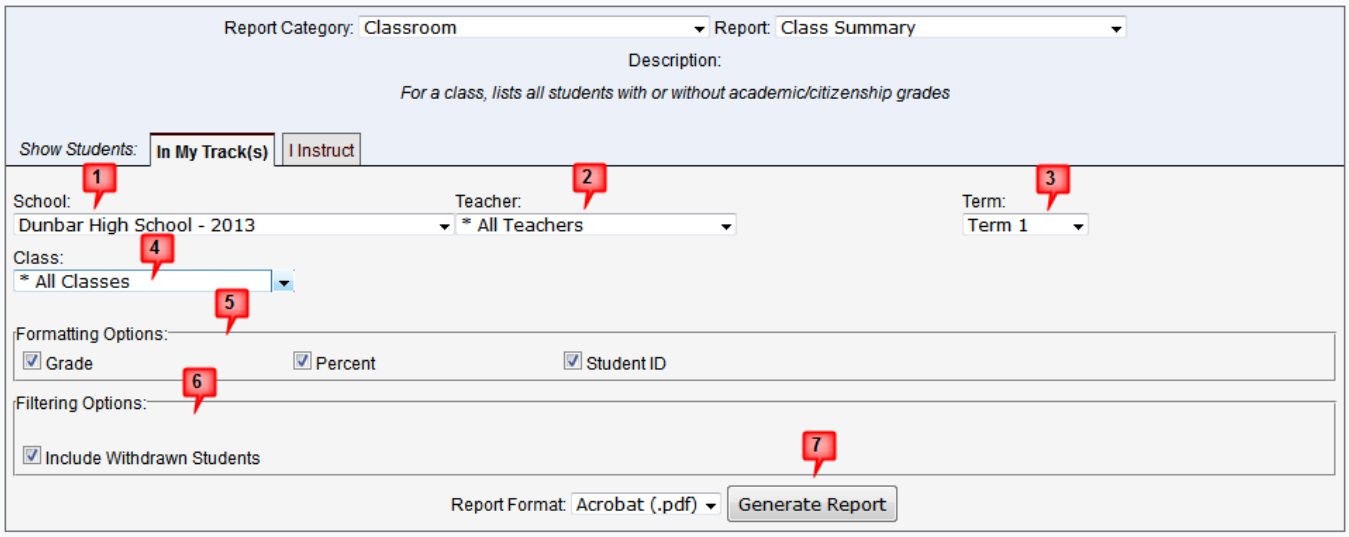
CRDC – (Civil Rights Data Collection)



1. Select a Track (Make sure you select the current year)
2. Select Filtering Options
3. Generate Report

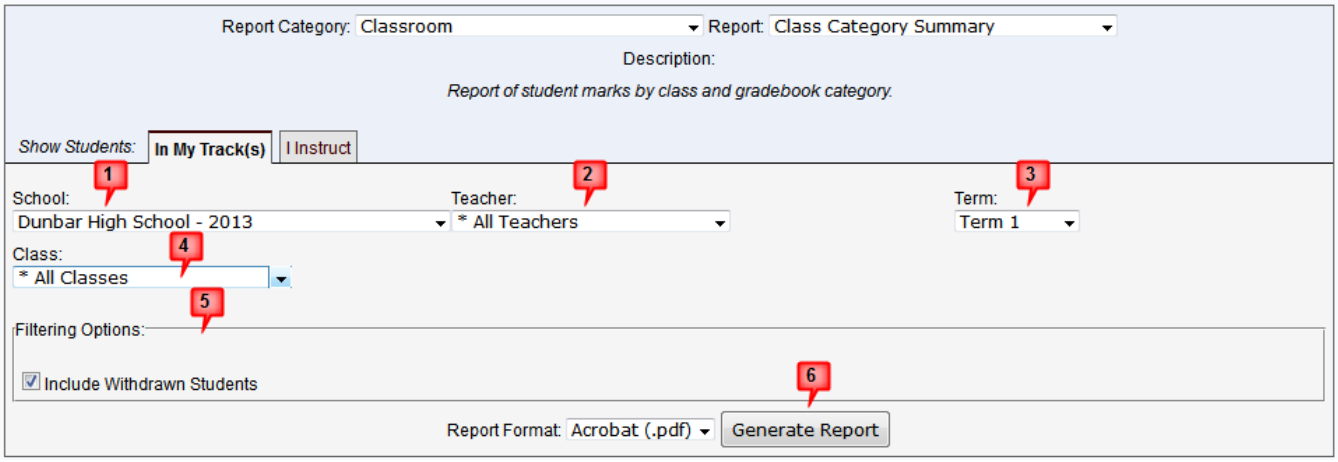
Classroom

Class Summary



1. Select a Track
2. Select All Teachers
3. Select Term (Print for each term)
4. Select All Classes
5. Select Formatting Options
6. Select Filtering Options
7. Generate Report

Class Category Summary

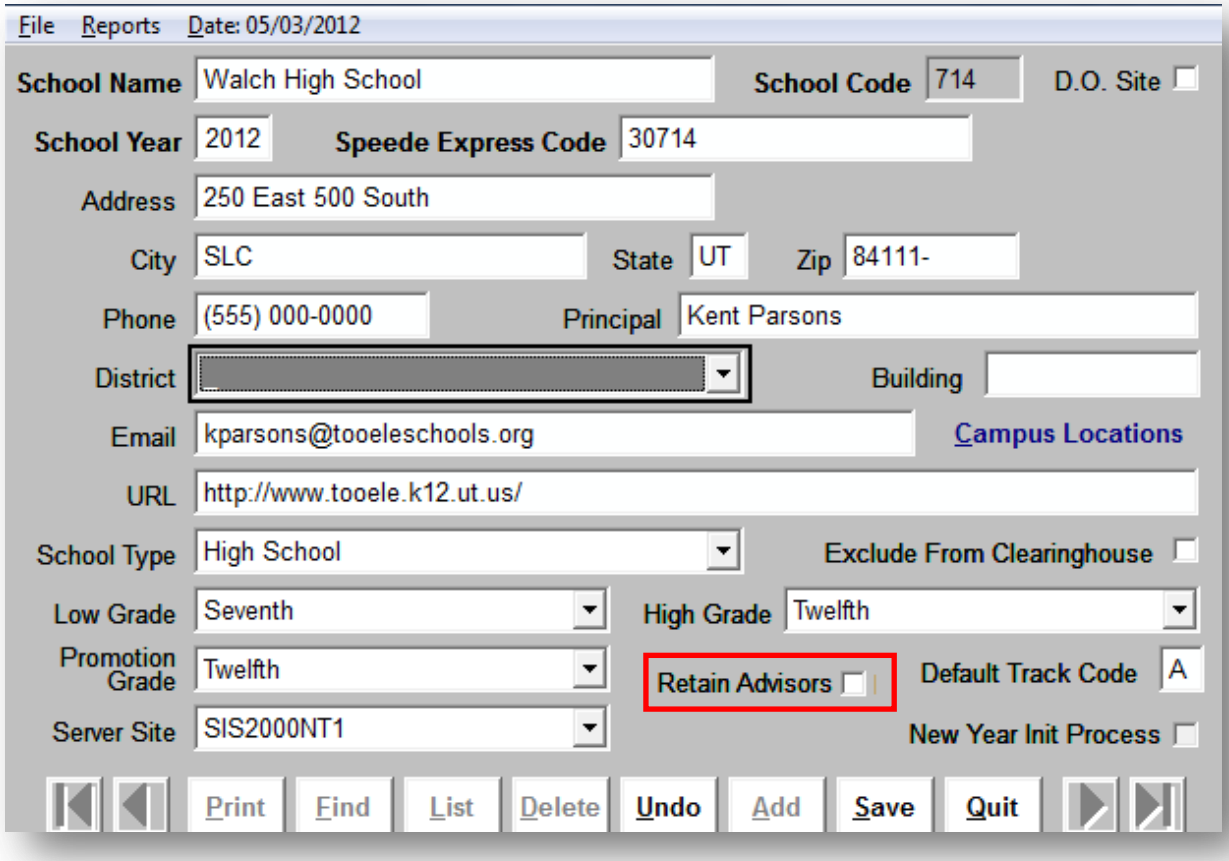


1. Select a Track
2. Select All Teachers
3. Select Term (Print for each term)
4. Select All Classes
5. Select Filtering Options
6. Generate Report

Retaining Advisors (Optional)

Go to System Module / School Editor Module.

- Press **List** or **Find** to find the right track.
- Press **Edit**. Put a check mark in Retain Advisors if you want the advisors to remain attached to the students for next year's schedule. This is optional.



- Press **Save**.

After the process is run, "New Year Init Process" will automatically be checked.

Database Processes for schools who have their own servers

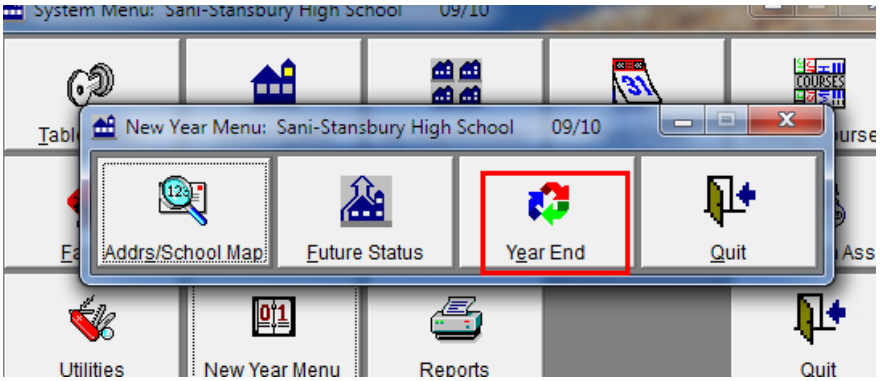
All schools whose data are hosted by USOE will need to contact USOE to run the database backup for them (once they've completed all the steps outlined above).

If a school houses their own server with their data, they will need to do the following:

1. Create the End-of-year database
2. Backup and restore the current database into the new End-of-year database.

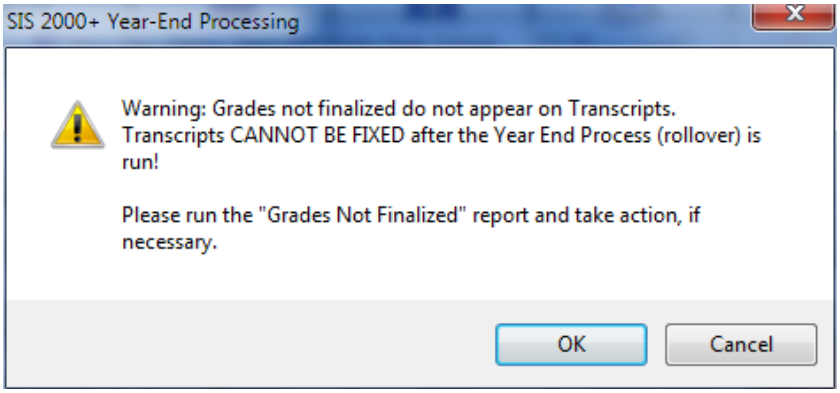
The Final Step

1. Go to the Main Menu / System / New Year Menu / Year End.

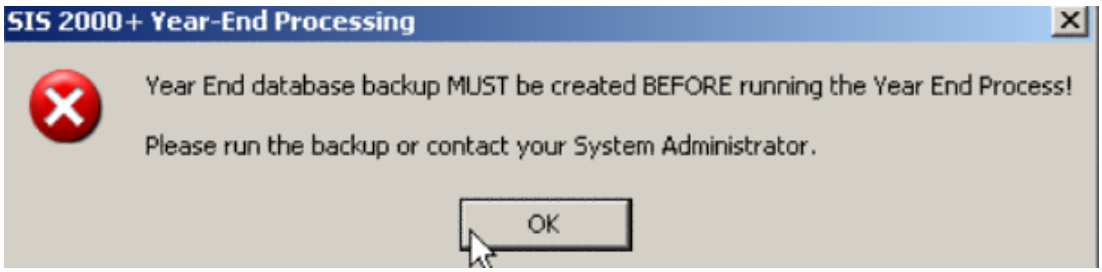


   a. You'll get a warning to make sure the Grades Not Finalized report was run. If you have taken care of this, press **OK**.

   b.

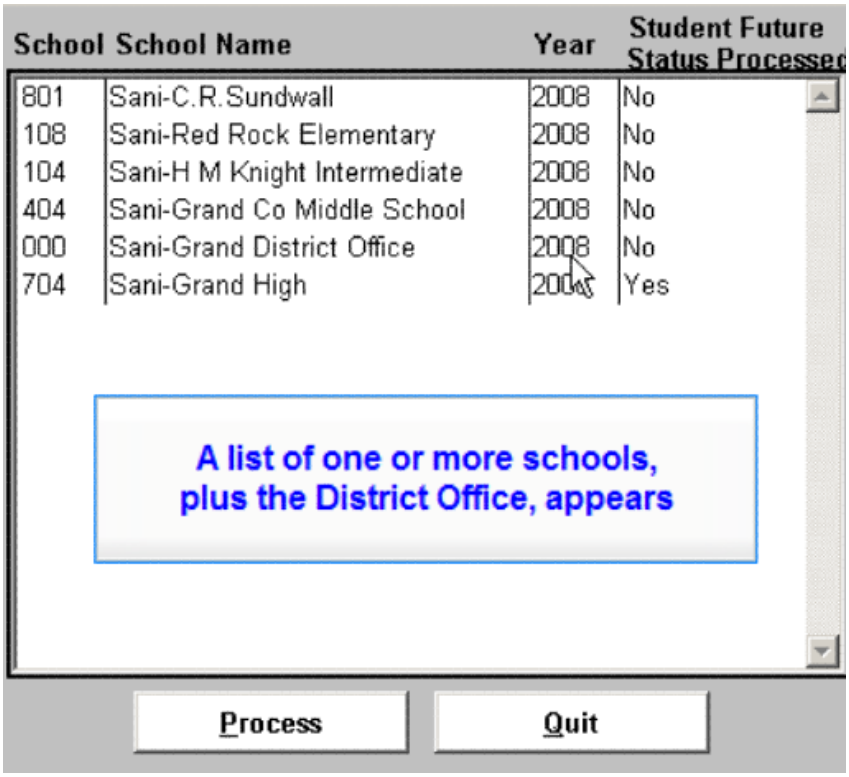


   c. When you click OK, you may get a message that your Year End database backup has not yet been created.



   If this message appears, the process cannot continue until the backup is complete. If your data is located at USOE, contact your SIS2000+ Specialist to backup your data.

2. Assuming that your database backup has been created, you will click OK and you will see the following screen.



   a. Only schools that have NOT been rolled over to the New Year are listed.
   b. All schools, including the District Office, should be processed.
   c. One or more schools can be processed at once, not necessarily in order.

3. On the right side of the screen, where it says "Student Future Status Processed", it will say either Yes or No. This is to remind you whether or not you've completed the "Student Future Status Process" for that school. This process creates student records for the new track.
   a. If you have not completed the Student Future Status Process and you press **Process** anyway, you will receive a warning that there will be no faculty/student records in the new track and they will have to be manually entered. You will then be able to choose whether or not to continue.
4. To complete year-end processing, you'll have to roll over all schools, including the district office. Of course, since the district office has no students directly attached to it, it will say "No", which is okay.
5. Highlight one or more schools and press **Process**.
6. This will DELETE ALL Gradebook, Attendance, and Schedule Records for the current track. Last year's data will not be accessed after this process is complete.
7. Students/Faculty with future status will become Active in the new track.
8. If you don't use the Food Service module, you are finished.