



End of Year Check List – 2017/2018

- GPA Set Maintenance – *Refresh all GPA's*
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- Honor Roll Maintenance
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- Grade Reports
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 - **Homeroom Date** (use last day of school for students on reports)
 - Report Card Format (R700)
 - Honor Roll (R303)
 - Marks Analysis (R301)
 - Student GPA Ranking (R325)
 - Students With Specified Marks (R302)
 - Transcript Formatters (R702)
 - Permanent Label Formats (R700) *See Help-Procedural Checklist-[Permanent Record Labels](#)*
 - Adobe Acrobat Reader/Printer Settings *See Help-Procedural Checklist [Permanent Record Labels](#) page 2*
- Attendance Reports
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 - District Wide Membership (R500)
 - Principal's Report of Enrollment (R305)
 - Student Roster Summary (R101-B)
 - Student Absence Search Detail (R309-A)
 - Student ADM and ADA Report For Absence Detail (R322-A)
 - Perfect Attendance Report (PERF)
- Preliminary 18/19 Tips
 - Promotion and Enrollment
 - Use 8/1/2018 as start date to enroll new students
 - Withdraw Scenario #1 and #2 *On back*
 - FS, FN, and/or FD Exclude from Fall Initialization

 - Ad Hoc Reports- Scheduled reports, make sure you have a stop date or remove the schedule

Scenario #1 – A student finishes out the 17/18 school year and lets the district know by June 30 that they won't be back for 18/19

This scenario can only be performed while N is open. When reporting period N closes then Scenario #2 should be followed for completing a summer withdrawal

A student finished out the 17/18 school year and has already been promoted to the 18/19. The student's parents let the district know before June 30, 2017, that their child will not be returning to the district for the 18/19 school year.

Enroll	Whack	Withdrawal
N/A	Whack the student from 18/19	Withdrawal the student in 17/18 using the last day of school as the withdrawal date.

Complete Solution:

If you know prior to June 30, 2017 that the student will not be returning to the district for the 18/19 school year you can withdrawal the student in 17/18 using the last day of school. The student doesn't need to be reported in the 18/19 and would need whacked from the 18/19 school year.

Steps to Complete:

1. Withdrawal the student in 17/18. (See Appendix E for instructions on completing a withdrawal.)
2. Whack the student from 18/19. (See Appendix G for instructions on whacking a student.)

Outcome:

1. The withdrawal date and code will be posted to the latest FS record in 17/18.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's EMIS GRADE NEXT YEAR on the FN-ATTRIBUTES tab will be updated to ** -Not Applicable.
5. The student will be deleted out of 18/19 once the whack is performed.

Scenario #2 – Previously Attending Student Summer Withdrawal

A student finished out the 17/18 school year and was promoted to 18/19. The student will not be returning to the district in 18/19.

Enroll	Whack	Withdrawal
N/A	N/A	Do a summer withdrawal in 18/19 with a day of 7/1/18 thru the day before school.

Complete Solution:

In 18/19 withdrawal the student and use a date of 7/1/18 thru the day before school starts. You will be prompted by DASL to confirm the student is a summer withdrawal. Student must still be reported in EMIS for period K.

Steps to Complete:

1. Perform a summer withdrawal in 18/19. (See Appendix D for instructions on completing a summer withdrawal.)

Outcome:

1. The withdrawal date, code, and withdrawal to IRN (if applicable) will be posted to the latest FS record.
2. The withdrawal date and code will display on the FD record.
3. The FS and FD records will be updated with an effective end date equal to the student's withdrawal date.
4. The student's EMIS Grade Next Year: on the FN-Attributes tab will be updated to ** -Not Applicable.

Students who were summer withdrawn appear on the Student Archive page with Type = Summer Withdrawal.

Note about Exclude FS, FN and/or FD records from Fall Initialization Updates from June Checklist:

Exclude FS Records from Fall Initialization Updates

Most of you have done your student promotions for the upcoming school year (18/19). Between the time of the student promotion and the end of the 17/18 school year, districts often make changes to the FS, FN, and/or FD screens on the Student Profile. Over the summer, your ITC will run the Fall Initialization process. Part of that process is to sync up the Student Profile fields for the 18/19 school year with the way the student ended the 17/18 school year.

For example: Student was a resident going out under open enrollment at time of the promotion to 18/19. After he was promoted, he stopped going out open enrollment and became a regular resident attending, so you update his FS Standing record in 17/18. When the ITC runs the Fall Initialization process over the summer, his situation will be updated in 18/19 to show him as a regular resident attending. In other words, 18/19 will be adjusted to match the end of 17/18.

We recommend that you hold off making changes to the Student Profile tabs in 18/19 until after the Fall Initialization if you can. But if you start making changes to the FS, FN, or FD tabs in 18/19 before the Fall Initialization is run, you will want to block the FS, FN, or FD screen that you have changed so that the Fall Initialization doesn't touch the changes you've made.

For example, if you make a change to the FS Screen in 18/19 right now, you will need to check the box at the bottom of the 18/19 FS screen so that the Fall Initialization doesn't overwrite your change:

Exclude FS Records from Fall Initialization Updates

Similar boxes are found at the bottom of the FN and FD screens. Check the box on each/every FS, FN, and FD screen that you make changes to in the 18/19 school year for a student. Keep in mind that if you block a screen, the Fall Initialization will not update anything else on that screen.