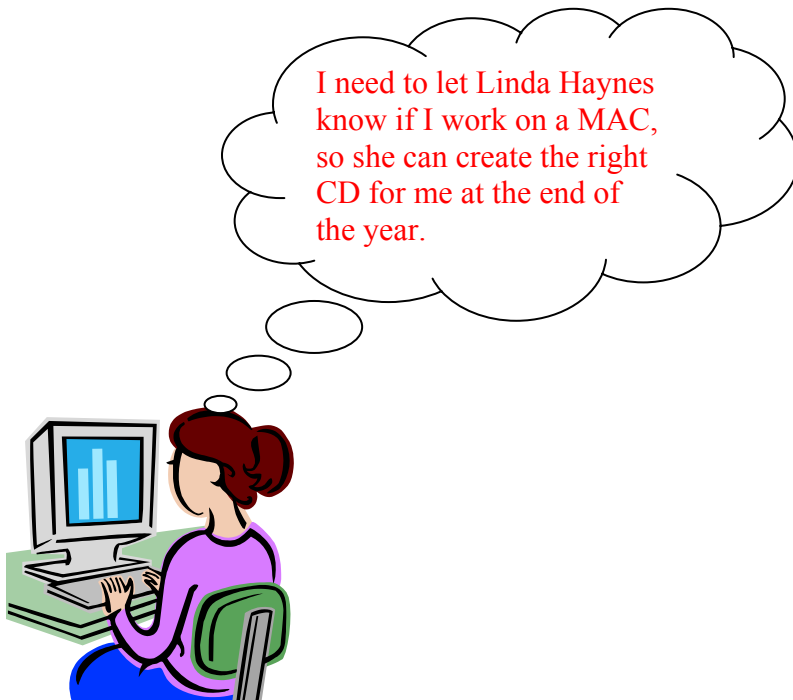


Elementary Year-End Procedures

The procedure for closing your school building at the end of the year is called “End of School Year Procedures” listed below. A list of all the reports that LACA creates on CD’s, for each building and district, are listed below.

Step 1: Notify Linda Haynes if I use a MAC PC.



Step 2: Please E-Mail Linda Haynes (lhaynes@laca.org) by May 31st if you DO NOT want any of these reports.



Note:

Once we close your school out for this year we will not be able to access any information to change or add a report that was incorrect.

Please take a moment to read the “End of School Year Procedures”. Thank you for all your cooperation.

ELEMENTARY YEAR-END PROCEDURES – revised 04-18-05

Step 3: Adding “New” Students - (starting with school year: 05/06)



Entering “NEW” students to the district:

To enter a new student, who has not been in your district before, add the student record on the STUD screen with the “new” school year, not the current year.

- They must have a status of “I”.
- Entry date is **no longer the day BEFORE the first day of school.**
- **ADMISSION DATE** needs to be: 08-01-xx
- The “new” grade level.
- A valid entry code from the P111 table.

Step 4: Bumping Students Up



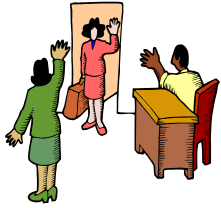
Note: If your building sends current students to multiple buildings for the next school year, please follow this procedure.

1. Fill in the Transfer To: (field) on the STUD screen with the four-letter school code that he/she will transfer to.
2. Make sure you e-mail or call Linda Haynes, lhaynes@laca.org, to notify her who is going to what school.

However, if most of the students in a building go to one school and only a few go to another, call Linda Haynes and have her fill in the Transfer To: (field) with the school code most of the students go to.

You can then go to the STUD screen and change the Transfer To: (field) only on the students who need changed.

Step 5: Summer Withdrawals (change starting with school year: 04/05)



For Summer Withdrawals:

- Prior to the first day of the School Year:

Use 08-01-xx for **ALL** student withdrawals from your school district.

Example: 08-01-05 = ADM Date
08-01-05 = WD Date

This includes any “No Show” students!

Normal Withdrawals:

Any student who attended on or after the first day of school then withdraws should be withdrawn with the date of the first day of “Non-Attendance”.

Normal Admissions:

Any student who enrolled after the first day of school would have the ADM Date as the date of enrollment or first day of attendance.

Step: 6 Adding next year’s calendar. (New Calendars)



Note: *Build all calendars (P310 table) for the PS, AM and PM kindergarteners BEFORE you leave for the summer.*

* Please, this is a **must!**

Step: 7 Run (4) B115’s for the whole school year; this will update the “Absent History” (ABHI) record for the students. Run a B115 for each starting and ending dates of each reporting period.

Step:8 LACA will print a “Grade Label” for the elementary school that creates a grade card through the use of SIS. This is a grade label for your students’ cumulative folder.

This label is generated at the time of the last report card run, unless LACA was notified with a different date.

Step: 9 Call LACA (Linda or Jerry) for “Closeout”.

LACA will run the following reports on CD’s. We are discontinuing the paper copy. (Remember to notify Linda if you are using a MAC.)

- A. R101 – All active students (Alpha/Grade)
- B. R101 – All students with a Status = D
- C. R101 – All Inactive students
- D. R305 – Principals report on enrollment
- E. R306 – Year-End enrollment summary
- F. R309 – Detail attendance register
- G. R311 – Student absence Statistics Report
- H. R318 – Student Attendance Register
- I. R319 – Student ADA/ADM report
- J. R702 – Academic History (Active Status)
- K. R110 – Outstanding Fees
- L. B109 – Detail of student records

(Please specify if you DO NOT want any of these reports.)



LACA will process the following:

1. Create tape for district of all student data.
2. Create microfiche and a CD for academic history. (active and inactive)
3. Transfer students to new building – the following information will transfer:
 - STUD, CONT, MEMB Group (PL only), COHI transfer code 2, ABHI, DISP, PROG Code, FEES Rollover.
4. Student grade update (B101).
5. Clear absence letter dates (B124).
6. Year-end data cleanup (B109).



Have a safe and wonderful Summer! See you all next year.