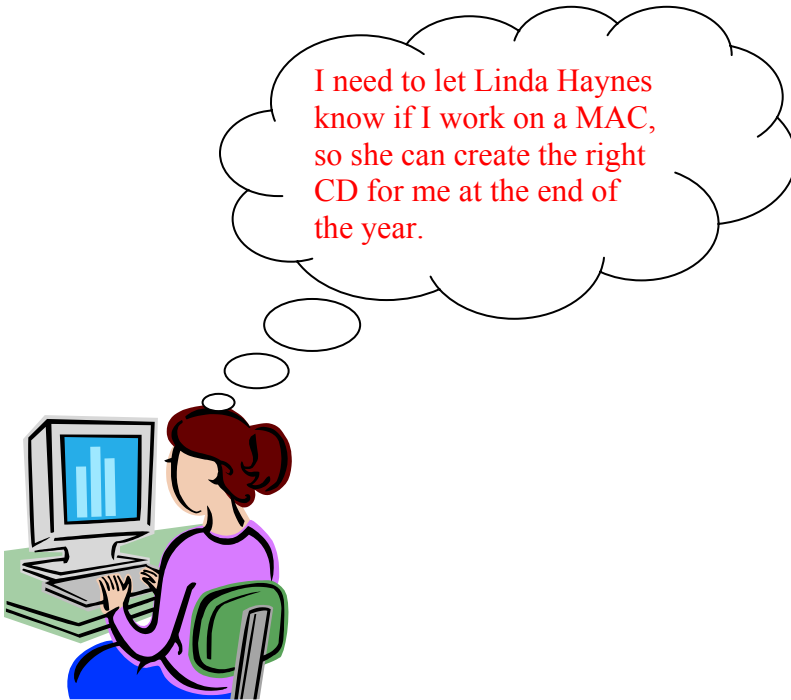


Middle / High School Year-End Procedures

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.

Step: 3 Bumping Up Students For Scheduling



Important: There is a process that must be followed if a student is transferred to another building for scheduling purposes and then withdraws from the “current building”.

The building in which the student was last active is responsible for withdrawing (or transferring) the student and for notifying the building they have been transferred to for “scheduling”.

➤ **Procedure for the “SCHEDULING” building:**

- Run a student roster for next year (R101 using status – “I”).

Example: school year = 05/06.

This will give you a listing of the students who will be transferring into your building for next year.

- If any of these students should not be in your building for next year, change their Status = D.
 - Delete all their REQU’s for school year 05/06.
 - Make the withdraw date the same as the admission date.
 - Code the student with a ** in the withdraw code field.
- Call the building the student was transferring from to make sure your building code does not appear in the “Transfer To” field on the STUD screen.

Step 4: Adding “New” Students - (starting with school year: 05/06)

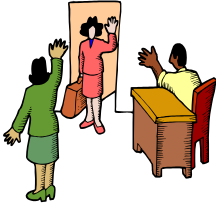


Entering “NEW” students to the district:

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 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 a calendar (P310 table) for your school and make sure you build a C-TEC calendar **BEFORE** you leave for the summer.*

E-Mail Helen Sage, hsage@laca.org or call C_TEC at (366-3351 ext: 211) to get the their calendar dates.

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

Step: 7 Run *all* the B115's for the whole school year; this will update the "Absent History" (ABHI) record for the students.

- For a 2-Term or 4-Term School:
 - Run a B115 for each 6 / 9 wk starting and ending dates.

Step: 8 Finalize the last grade card run. Validate grades and attendance. Make your grade and/or attendance changes now, if needed.

Step: 9 Print out fees report (R110) of all outstanding fees. This will need to be keyed at the beginning of school year as Miscellaneous Fees, in case the rollover has a problem. However, LACA will be putting the R110 Outstanding Fees report on the buildings' year end CD.

Step: 10 Run R325 and validate the GPA and Rank. If problems are found, correct through SLIS/CLIS and COHI.

1. Set P115 (line 4, 6 and 7) to "A".
2. Run the B117 routine.
3. Run the R325 (keep the P115 status as "A")
4. After completion of R325, set the P115 back to normal (line 4, 6 and 7) to "I".

Step: 11 LACA will print Middle / High School year-end grade labels at the time of the last report card run, unless LACA was notified with a different date. This is a grade label for your students' cumulative folder.

Step: 12 HIGH SCHOOLS – Run R702-01 to create Transcripts ***AFTER*** the C-TEC Conversion. Once the C-TEC Conversion is complete, the C-TEC students will be figured in your high school ranks.



NOTE: *Once the C-TEC Conversion is completed, a message of completion will be posted on the "Good Morning Message".*

Please watch for the "Good Morning Message". This usually happens a week or two after the C-TEC grade cards are completed!

Step: 13 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.

