Hopkins County Schools

Steps for End-of-Year Student & Grading Closeout

Quick Reference

---

*Refer to the document, **KY End of Year Processes**, for detailed information.*
*The school principal will need to assign these tasks as deemed appropriate.*

ALL SCHOOLS:

Staff Closeout

- Send a list of <u>staff members who will no longer be at your schools</u> to Debbie Tucker who will provide an end date.
- Send a list of <u>all new staff members</u> to Debbie Tucker who will:
  - Add a district assignment so the teacher will show up as a teacher in the drop-down lists when adding a section.
  - Provide the new teacher with a teacher user account so they can log on to Infinite Campus.

Retained Students

- For all students who will be retained, the school attendance secretary must go into the current year enrollment for each student and mark the end action as RETAIN.
- Laura will run the Enrollment Cleanup for the 08-09 calendar.
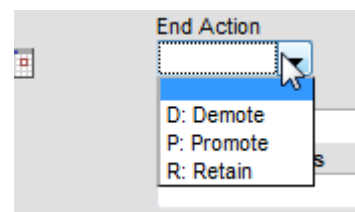
MIDDLE AND HIGH SCHOOLS:

Grades

- Make sure all teachers have posted grades by running the **Grades Report** and selecting **MISSING GRADES**.   (Grading & Standards > Grades Report)
  - Run a report for the last term **TERM GRADE**.
  - Run a report for the end of year **FINAL GRADE** (for courses that require a final grade).
- For high schools, post to Transcript.

- For middle schools, designate who will run AUTOGRADE to mass enter final grades AND post to transcript. We will log on to assist that person the first time this is done.
- Make sure all grades have been entered by Closing Day.
- Make sure you close the grading windows so grades cannot be changed after all are posted.

Lockers

- Batch end all locker assignments. (System Administration > Lockers > **Locker Batch End Wizard**)
- Rotate student locker combinations (System Administration > Lockers > **Combination Rotation Wizard**)
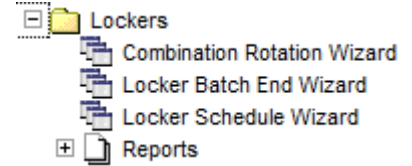
HIGH SCHOOLS:

Fees

- Run a **Fee Billing Batch** report. (Student Information > Reports > Fee Billing Batch)
- Run a **Fee Audit Report** to list all unbalanced or overpaid payments (Student Information > Reports > Fee Audit)

Student Enrollment

- Run an Enrollment End Batch for all students in 12th grade with Diploma information. Make sure you fill out the GRADUATION part of the enrollment tab. Mark the fields noted below for all seniors. The graduation date and diploma type will show on the transcript.

- Run an Enrollment End Batch for all other grades. (Judy Priar will run this for the elementary and middle schools.)