



PREPARING FOR YEAR END PROCESSING

Purpose: Administration - Year End processing for Districts on PowerSchool requires more coordination across the District and it is recommended that Schools prepare their files for the running of this process!

In General – Things to Remind You of – Make You Aware of:

- Year End Process is run for ALL Schools at the same time!

NOTE: This includes, not only your traditional Schools, but any District Enrollment, Home Schools, etc. that you have setup on your site.

- Scheduling MUST be COMPLETED for ALL Schools that have been using PowerScheduler. If loading Pre-Determined Class Lists through PowerScheduler, this work may continue after running the Year End process. **Schools using PowerScheduler to have the computer Build the Master & Load Students or Load Students only - MUST be completed prior to Year End Processing.** If you are not using the PowerScheduler and are only copying over your master schedule from the previous year, this must be done prior to EOY.
- PowerSchool will most likely not be available to you on the day of Year End processing.
- State Reporting for the Current School Year must be completed prior to running Year End processing.

Preparation Steps You Can Work On

- Make sure every School (INCLUDING GRADUATING STUDENTS SCHOOL) sets up **Years & Terms** on the LIVE SIDE for the upcoming School Year. (Again, includes District Enrollment Schools, Home Schools, etc) (See document PS-0904-03 MISC Setting up Years and Terms).
- Every ACTIVE Student needs a Next_School Entry (if leaving the District, they should be brought forward and then transferred later)
- Incoming Kindergarten and other Pre-Registered Students were often time missed in assigning a Next_School field – make sure you do not overlook them.
- Have Schools **Verify** student's Next_School settings ahead of time. This field must be maintained up till Year End processing. (SEE BELOW)
- Have Schools **Verify** student's Next Year Grade Level settings ahead of time. (SEE BELOW)

Perhaps one of the most straight forward methods for verifying these fields, is to use the List Students function. This will allow you to focus on groups of your choosing, Grade Level, Whole School, select students, etc.



Using the List Students Function

- Select – search for your group of students
- Click Functions – select List Students

You may include any fields you like, but certainly some of the fields you would want to include is:

- ^ Last_Name
- ^ First_Name
- ^ Next_School
- ^ Sched_NextYearGrade

You may sort the List however you wish.

AFTER YEAR END PROCESSING IS DONE

Once the Year End process is completed, 2009-2010 becomes the Current Year.

Unfortunately, while everyone eagerly awaits the Year End process being completed, it leaves in its wake some significant steps that need to be completed.

Please refer to document PS-0905-27 MISC Post End of Year Activities