



## Post End of Year (EOY) Activities

**Purpose:** Administration - After running the PowerSchool End of Year process, PowerSchool recommends reviewing various areas of the application to verify that the district and each school within the district is properly setup for the upcoming school year. This article describes several areas of the application that may need to be revisited after running the End of Year process but before starting the upcoming school year. (Copied in part from PowerSource document #9501)

In addition to this check list there are several items you need to be made aware of now that EOY has been run.

1. Students should now appear in the correct School and correct Grade Level they will be enrolled in for the upcoming School Year.
2. Enrollment Codes (other than 1 Enrolled) have been brought forward to the new school year. For example, if student Jeff Smith was Open Enrolled to your District during the 08-09 School Year, we are assuming he will remain Open Enrolled and have updated that for you. If Jeff moves into the district, you will need to change his Entry Code
3. For now- most likely when you log in – the Year Displayed at the top will continue to display the just past school year term ie.08-09. This is a calculated setting based upon the School Year that the system date is closest to. So for a while, your display will log into the just past School Year and you will have to change School Years to the next School Year.

Before making Schedule changes:

1. At each School, you will need to – setup the School Calendar for the entire school year as described below. Failure to do this will result in you receiving an error message similar to “Unable to Create Section Enrollment Record”
2. When changing Schedules, enrolling Students, etc. please make sure you use the First day of School – Not the System Date

### POST-END OF YEAR CHECKLIST

<input type="checkbox"/> Years & Terms	<input type="checkbox"/> Reporting Segments
<input type="checkbox"/> Periods	<input type="checkbox"/> Final Grade Setup
<input type="checkbox"/> Cycle Days	<input type="checkbox"/> Current Grade Display
<input type="checkbox"/> Attendance Codes	<input type="checkbox"/> GPA Student Screens
<input type="checkbox"/> Attendance Code Categories	<input type="checkbox"/> GPA Calculations
<input type="checkbox"/> Full Time Equivalencies (FTEs)	<input type="checkbox"/> Honor Roll Methods
<input type="checkbox"/> Attendance Preferences	<input type="checkbox"/> Final Grade Entry Options
<input type="checkbox"/> Bell Schedule	<input type="checkbox"/> Activities
<input type="checkbox"/> School Calendar	



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## Details of Check List Steps

### 1. Years and Terms

Verify the starting and ending dates of your Years & Terms for each school in your district by navigating to:

- Start Page > School Setup > Years & Terms. **(IF your dates are not accurate to your actual school calendar, PLEASE call Grant Wood for help in changing the dates. DO NOT change the dates yourself)**

### 2. Periods

Verify the number of periods and the period abbreviations for the new school year by navigating to Start Page > School Setup > Periods.

To adjust the number of periods in a given school year:

- Navigate to Start Page > School Setup > Years & Terms.
- Click the link in the Year column to modify the selected year. The Edit School Year page appears.
- Select the number of Periods from the Periods menu.
- Click **Submit**.

### 3. Cycle Days

Verify the number of cycle days and the cycle day abbreviations for the new school year for each school.

To adjust the number of cycle days in a given school year:

- Navigate to Start Page > School Setup > Years & Terms.
- Click the link in the Year column to modify the selected year. The Edit School Year page appears.
- Select the number of Cycle Days from the Days menu.
- Click **Submit**.

## 4. Attendance Codes

When creating the new Year term for a new school year, PowerSchool copies the attendance codes from the previous school year, eliminating the need to setup attendance codes each year from scratch. Verify the Attendance Codes setup for the upcoming school year. Ensure that the proper codes are designated as presences or absences and are properly counted in ADA.

- Start Page > School Setup > Attendance Codes
- Each Attendance Code can have only ONE category checked. Present codes do not need a category check

## 5.Attendance Code Categories

Because many sites were set to wrong Attendance Code Categories during the past year **PLEASE** make sure you verify they are set correctly this year. You can only have 3 Attendance Code Categories and they must be set as follows:

You do not need a Present Category and you cannot have other categories.

The state of Iowa requires you to have the category code Unexcused **exactly** they way it shows here.

You may have to edit and delete categories that would have automatically created when you made a new year and term so you end up with just these three.

If needed, attendance code categories can be updated at each school on Start Page > School Setup > Attendance Code Categories. Please note that in order for tardies to properly display on the Quick Lookup, each tardy attendance code must be associated to the Tardy attendance code category.

**Value**

Present  Absent

Excused (Excused)

Tardy (Tardy)

Unexcused (Unexcused)

New

Code	Name	Description	Sort
Excused	Excused	Excused	1
Tardy	Tardy	Tardy	2
Unexcused	Unexcused	Unexcused	3

Submit



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## 6. Attendance Conversions

Verify that each attendance conversion is correctly defined for each full time equivalency.

- Start Page > School Setup > Attendance Conversions

## 5. Full Time Equivalencies

Verify that each Full Time Equivalency (FTE) is assigned a Default Attendance Mode and a Default Attendance Conversion.

- Start Page > School Setup > Full Time Equivalencies (FTE)

## 5. Attendance Preferences

Verify that the attendance preferences are correctly setup for each school in your district. The attendance preferences determine which attendance recording methods are available, the default attendance page for recording student attendance in PowerSchool, the meeting/daily attendance bridge mode, attendance calculation accuracy, and more.

- Start Page > School Setup > Attendance Preferences

## 6. Bell Schedules

Verify that the bell schedules for each school contain the correct number of periods and are associated to the correct Attendance Conversion Method. Determine which periods count towards ADA calculations. Only one bell schedule can be used per calendar day and the bell schedule determines which attendance conversion is used on a given day.

Verify that each period in each bell schedule has the correct start time, end time, and is set to count in (or to be excluded from) ADA calculations. If you use the Meeting/Daily attendance bridge, ensure that each bell schedule has one period assigned as the daily attendance bridge.

- Start Page > School Setup > Bell Schedules

## 7. School Calendars

Verify that each day in your school calendar is properly configured with the correct cycle day, bell schedule, tracks, in-session indicator, membership value, and calendar day type. In-session days usually have a membership value of 1, whereas days not marked as in-session usually have a membership value of 0.



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Start Page > School Setup > Calendar Setup

## 7. Reporting Segments

If your school uses Reporting Segments, ensure that they are updated with the correct dates for the upcoming school year.

**Note:** Do not update your Reporting Segments until reports have been completed for the past school year.

Start Page > School Setup > Reporting Segments

## 8. Final Grade Setup

Ensure that your final grade reporting terms (store bins) are correctly set up for each scheduling term in your school year. Final grade reporting terms are specific to the term in which they are created. For instance, a Q1 final grade reporting term setup for the Year term applies only to year long classes. This is different than the Q1 final grade reporting term setup for the Semester 1 term which only applies to Semester 1 classes.

Start Page > School Setup > Final Grade Setups

## 9. Current Grade Display

Update various grade display settings for each school on the Current Grade Display page to determine which final grades to display on the Quick Lookup and whether to display current or historical grades. The value in the Current Grade field determines which final grade reporting term is used as the current grade throughout the current school. The value in the Parent/Student Access Term field determines the data displayed in the public portal. Enter an appropriate term abbreviation. Your term abbreviations may or may not coincide with your final grade store codes.

Start Page > School Setup > Current Grade Display

## 10. GPA Student Screens

Select a GPA calculation method from the pop up menu to determine the GPA displayed at the bottom of the Quick Lookup student screen. Update any data access tags (DATs) used for the Cumulative Info student screen. Some DATs on this page may have year or term-specific parameters which may need to be updated every year or every term.



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Start Page > School Setup > GPA Student Screens

## 11. GPA Calculations

If your district uses GPA calculations with year-specific parameters or query options, ensure that your GPA calculations are updated with new parameters that pertain to the current school year.

Start Page > District Setup > GPA Calculations

## 12. Honor Roll Methods

If your school's honor roll methods use year-specific GPA calculations, ensure that the honor roll methods at each school are updated to use GPA calculations that are setup for the current school year.

Start Page > School Setup > Honor Roll

## 13. Final Grade Entry Options

Review each school's Final Grade Entry Options to ensure that each is setup for the upcoming school year. These settings help determine how grades may be entered via PowerTeacher Portal.

Start Page > School Setup > Final Grade Entry Options

## 14. Activities

Create any new activities that will be offered in the upcoming school year. When specifying the field name of a new activity, ensure that you are using supported characters for a custom field name. PowerSchool supports letters, numbers, and the underscore (\_). While other characters may be accepted by the application when creating the new activity, they may prevent students from properly enrolling in the activity.

Start Page > School Setup > Activities Setup