

Recommended - Permanently Store All Grades

Once you close out a year by running EOY, you will be unable to use Permanently Store Grades to store current grades from that year.

It is also good practice to export Historical Grades at the end of the year for archiving.

Recommended - Ensure that Standards are set to be promoted, or that next years standards have been created

Once you close out a year by running EOY, you will be unable to go back and promote standards if all standards have been previously checked to not be promoted.

Recommended - Validate Student/School Enrollment Dates

Run the following reports and correct any students or enrollments that appear.

- Start Page > System Reports > School Enrollment Audit
- Start Page > System Reports > Section Enrollment Audit

Note: If you committed next years schedule before running EOY, next years class enrollments will appear in the class enrollment audit. This is normal and can be ignored.

Recommended - Print out School Year Specific Reports

Some reports will only return accurate results if run for the students most current school enrollment. This is often the case in State/Province specific reports.

It is better to be cautious, and print out any important reports for the year before EOY. It's also a good idea to archive these reports as paper, historical backups for later.

Required - Year Term For All Schools

The date ranges for the year term are used to determine what the Entry and Exit dates for student school enrollments created by the EOY process.

At each, and every school that will have students enrolled next year:

1. Go to Start Page > School Setup > Years and Terms
2. Create the upcoming school year.

Note: Many school setup items (Such as Attendance Codes) are copied year-to-year when a school year is created this way. Create the upcoming year term at

each school and the district, even if the years and terms have already been created in PowerScheduler.

Required - Next School Indicator

The Next School Indicator value for a student determines which school the EOY process will move the student to.

All active students must have a Next School Indicator assigned.

See <https://support.powerschool.com/article/11286> for detailed instructions.

Required - Next Year Grade

The Next Year Grade value for a student determines which grade level the EOY process will move the student to.

All active students must have a Next Year Grade value assigned.

See <https://support.powerschool.com/article/11336> for detailed instructions..

Recommended - Activities

All student activities are automatically carried over during the End of Year process.

Student activities can be cleared using the Clear Activities function at Start Page > System Administrator > Clear Activities.

Required - Default Grade Levels for FTEs

Full Time Equivalencies have checkboxes for every Grade Level at the school they are created at.

These boxes tell the End of Year Process which FTEs to assign to students based on their Next Year Grade Level

All FTEs should be reviewed, at all schools where students will be enrolled next year, to ensure these Checkboxes are checked for the correct FTEs/Grades

1. Navigate to: Start Page > School Setup > Full-Time Equivalencies (FTE) > [The name of the FTE]
2. Check the box for any Grade Level that should have this FTE automatically assigned to it by the EOY process

Recommended - Schedule

Schools which use PowerScheduler should schedule students before running the End of Year process.

If this can not be done, see <https://support.powerschool.com/d/9687> for the steps necessary to use PowerScheduler after EOY is complete.

Recommended - Meal Transactions

The End of Year process clears all meal transaction records.

Prior to running the End of Year process, check in with your Lunch Staff and confirm they have completed all Meal Transaction Reporting for the year.

You may wish to export all records from the GLDetail table so the lunch staff can review this information after EOY.