

END OF YEAR 2016-2017

Retaining Students for 2016-17

Please code all retentions as soon as possible. This will determine the student's "Next Year Grade Level" on the report card. All retentions must be coded no later than June 9, 2017. After this date your student will be considered promoted and must be demoted in the 2017-2018 school year.

Procedure:

1. Enrollment > Open Current Line of Enrollment > End Action Field – Change to Retain
2. Enrollment > Open 17-18 Line of Enrollment > Change Grade Level to Appropriate Grade

Summer Graduates for the 2016-17 School Year

You will have until August 31, 2017 to let me know of any students that have graduated during the summer and will be receiving a 2016-17 high school diploma. After this date these students will be considered graduates of the 2017-18 school year.

Exiting Students in 2016-17

Do not withdraw any students if you cannot verify that the student will actually be attending classes in another school district.

FAQ

Q: This student has been rolled forward for next year but they have withdrawn before the end of the school year and confirmed attending another school.

A: You withdraw the student on their last day of school with the appropriate exit status in **16-17** and then contact Amber to delete next year's enrollment

Q: This student has been rolled forward for next year into our school's calendar but they will be attending a different school in our district.

A: Contact Amber to delete next year's enrollment. The receiving school needs to create a 17-18 enrollment record for their school with an entry status code 11.

Q: This student is transferring to another CO school district before the end of the school year.

A: We will leave this student alone unless you receive confirmation of enrollment and attendance. Without that confirmation, we will treat the student as if they finished the year with St. Vrain, roll them over and withdraw them in August.

Q: This student has been promoted to the next grade level (6th or 9th grade) for next year but they are going to be retained in their current grade level.

A: Contact Amber to delete next year's enrollment. You need to mark the student retained in the current year AND enter a new 17-18 enrollment in the correct grade level at the correct school.

Q: This student has been promoted to the next grade level within the same school for next year but they are going to be retained in their current grade level.

A: The grade level in the 17-18 enrollment needs to be changed to reflect the correct grade level AND the current year enrollment needs to be marked retained in the End Action field.

May 24th

On the Last Day of School:

(If you can't complete on Wednesday, this needs to be done before you leave for the summer!)

☐ **End of Year Summary Report**

Please generate an enrollment summary report from Infinite Campus on the last day of school and Save to the Share Folder

Staff Share (P:) > Departments > StudentForms-Data > EndOfYear > Your School.

Procedure:

Index > Student Information > Reports > Enrollment Summary > Generate > Save to the Share Folder

☐ **Lists of Students by Grade**

Please generate a list of students for **each grade level** and save.

Procedure:

AdHoc > Data Export > Expand the "End of Year" group > click on grade level report > Select PDF as the Export Format > Click Export > Save to the Share Folder

Repeat for each grade level

☐ **Generate Retained Student List**

Please generate a list of students that have been retained. The list will only be as accurate as the students that have actually been retained in IC.

Procedure:

AdHoc Reporting > Data Export > Expand "End of Year" > click on Retained Students > Select PDF as the Export Format > Click Export > **REVIEW** > Save to the Share Folder

HIGH SCHOOLS

☐ **Generate Early Graduate Student List**

Please generate a list of students that have been graduated. The list will only be as accurate as the students that have actually been graduated in IC. Save to the Share Folder

Procedure:

AdHoc Reporting > Data Export > Expand "End of Year" > click on Early Graduates > Select PDF as the Export Format > Click Export > Save to the Share Folder

☐ **Generate and Review Graduate List**

Census > SV Custom Reports > Graduation List > use the dropdown to "Select a format," select PDF, click Export > **REVIEW** > Save to the Share Folder