



End-of-Year Process - (a.k.a. Promote Students)

Warning: This function processes all "Active" or "Pre-Registered students in all schools. It does not process Graduated or Transferred students.

Note: This information is available when you select "End of Year Process" in District Setup.

This function:

1. Validates that students have Next School set for the current year prior to running this function. **Note:** If students do not have these values set, use the Set Next School Group Function to enter the values.
2. Validates that a school year term for the next school year has been set up in all schools.
3. Promotes, retains, or demotes students according to each student's Next Grade Level.
4. Transfers students from one school to another (in multi-school environments) according to each student's Next School Indicator.
5. Graduates students from district if Next Grade Level is set to 99 and their Next School is set to 999999 (Graduating Students School).
6. Sets each student's Exit Date according to the last day of the school year for that school.
7. Sets the Next Grade for the new enrollment to the next highest grade level.
8. Sets the Next School for the new enrollment to the current school for all students not in the highest grade at the school.
9. Sets the Next School for the new enrollment to the school's default graduating school if student is enrolled in the school's Highest Grade.
10. Carries forward lunch balances while clearing out all financial lunch activity records.
11. Removes all records of parental access to student records via Internet and telephone.

Before using this function:

1. Set up your next school year using valid dates for each school.
2. Verify that students graduating from the district have their Next Grade Level set to 99 and their Next School set to 999999 (Graduating Students School).
3. Shut your PowerSchool server down and make a backup copy of the data file (PowerSchool.data). Then, store this backup data file in a safe place so it can be accessed if needed in coming years.
4. If you want a separate, ASCII-export archive copy of your lunch transactions and/or historical grades, go to Export Data Archives (recommended).
5. Run process without selecting the "Check here to confirm that you really want to do

this." checkbox to make sure no validation errors occur.

6. Be sure that the server is able to run uninterrupted (without being shut down) while this process runs through to completion (up to 4 hours).

7. Note that this process is irreversible.

Description of Types of Students:

- Graduating - Student is graduating from the highest grade level on the server. These students need to have their Next Grade Level set to 99 and their Next School to 999999 (Graduating Students School).

- Promoted to next school - Student is being promoted (Next Grade Level is > Current Grade Level) and is transferring to another school according to (Next School Indicator)

- Promoted within same school - Student is being promoted (Next Grade Level is > Current Grade Level) but is staying in the current school.

- Retained - Student is being retained (Next Grade Level = Current Grade Level) Next School should be set accordingly.

- Demoted - Student is being demoted (Next Grade Level < Current Grade Level).

If any of the graduate grade levels or default next school settings are not correct, you may modify them using the School Setup pages.