

Year End Processes Specific to the State of Tennessee

Prior to running Year End Wizard:

1. Prepare for 200 Day Accountability Report (Due May 15 yearly):

[Next Year Calendar Setup Documentation](#)

- District Calendar Setup
 - Setup Entity Year for District
 - Create District Calendar
 - Complete Calendar Master/Tennessee Button
 - Calendar Detail and Terms
 - Generate Calendar Days
 - Calendar Days
 - Required Event Code Setup
 - Standard Day Minutes Setup
 - Reporting Period Setup
- Individual Entity Calendar Setup
 - Create Individual Entity Calendar
 - Clone from District Calendar to Entity Calendars
 - Clone Bell Schedule
 - Bell Schedule

2. Run Mass Assign Miscellaneous Programs

[TN State Reporting Training Manual](#) (see page 87)

- Select Mass End Option.
- Utility will find options that match setup exactly.
- If category is left blank, all categories will be processed.

3. Run Mass Assign Completion Document Utility

[TN State Reporting Training Manual](#) (see page 86)

- This utility will fill for 12th Grade students only.
- You have the option to update or assign.
- Students Graduate flag must be set to Yes with a Graduation Date assigned on the General Profile tab prior to running the utility.
 - The [Student Graduation Date Mass Create/Change](#) utility can be run to populate these fields (Web Student > Students > Setup > Utilities).

- 4. Run Mass Create of Student Withdrawal Records for Graduating Seniors
 - [Mass Create of Student Withdrawal Records Documentation](#)
 - Withdrawal date must be entered for 051 records to extract to EIS
 - Assign local non-state defined code. EX. GR

During Year End Process:

- 1. Mass Withdraw Remaining Students:
 - Withdrawal Date should be the date after the last student attendance date.
 - Normal Progression Students -
 - Assign local non-state defined code. EX. NP, YE
 - Retained Students –
 - Assign local non-state defined code. EX. RT
- 2. Set Entry Information in Wizard:
 - Normal Progression Entry –
 - Assign State Code of E to match State Code of E – Regular Enrollment

After running Year End Wizard:

- 1. Run Mass Assign Miscellaneous Programs Utility
 - [TN State Reporting Training Manual](#) (see page 87)
 - Select Mass Create Option.
 - Utility will find options that match setup exactly.
- 2. Run Mass Assign Date Entered 9th Grade Utility
 - [TN State Reporting Training Manual](#) (see page 85)
 - This will look at the EW records and Calendar to fill a date for students that have a 9th grade EW record.