



Year-End & Year-Start Processing

SPRING 2018 TENNESSEE DATA AND ATTENDANCE SUPERVISORS CONFERENCE

MELISSA CORDELL

Agenda

- ▶ Checklists/SKYDOCS
- ▶ Preparation
- ▶ Year-End-Processing
- ▶ Year-Start-Processing
- ▶ EA Plus Utilities

Prepare

- ▶ Make sure 200 Day Accountability Calendar is set up in all entities and the District.
- ▶ Save report cards to portfolio. (This will save a lot of time and frustration if you need to reprint a report card later.)
- ▶ Mass add students to an entity (Middle School & High School)
- ▶ Retain and Advance Students
- ▶ Mass End Miscellaneous Programs
- ▶ Mass Assign Completion Document Utility
- ▶ Switch any staff members that will not be returning to “inactive” for the new school year.

Year-End Processing

- Lock System
- Year End Wizard WS/OF/YE/SY
 - Pre-Year-End Validation
 - Next Year Table Creation (May be completed in Future Scheduling)
 - Student Year-End Processes
- ▶ Process each entity and then process the district entity last.

Year-Start Processing

- Year Start Utilities
- Post-Year-End Validation Report
- Complete for ALL entities and then complete the district processing
- Year-End Utilities- EA Plus, Secondary Gradebook, Standards Gradebook
- Run Mass Create Miscellaneous Program Utility
- Run Mass Assign Date Entered 9th Grade Utility
- Unlock System

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