



# STATE REPORTING YEAR END/YEAR START

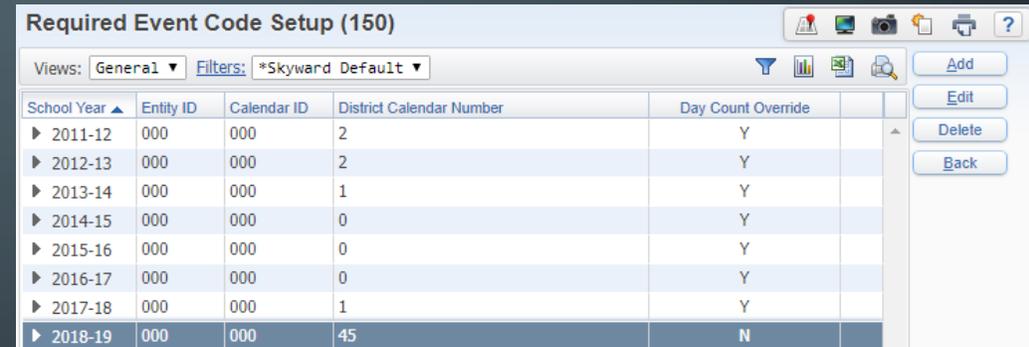
2018 USER GROUP

# PRIOR TO RUNNING THE YEAR END WIZARD

- Add the next school year in Entity Configuration (2018-2019)
- Create your District and School calendars for the next school year
  - Fill out Tennessee Button for District (no 00 Calendar Number or IPN)
  - Can be completed with Future Scheduling
  - Use the Clone Calendar Info Year to Year utility for individual entity calendars

# PRIOR TO RUNNING THE YEAR END WIZARD

- Attach Events to Calendar Days
- Complete Required Event Code Setup in State Reporting > Codes area
- Run EIS 10,11,20,21 records for next school year (non state hosted – completed in May)
- Run 200 Day Accountability Report and submit to State (non state hosted – completed in May)



The screenshot shows a software window titled "Required Event Code Setup (150)". It features a table with the following columns: School Year, Entity ID, Calendar ID, District Calendar Number, and Day Count Override. The table contains data for school years from 2011-12 to 2018-19. The "Day Count Override" column shows 'Y' for most years and 'N' for 2018-19. The "District Calendar Number" column shows values 2, 1, 0, and 45 for various years.

School Year	Entity ID	Calendar ID	District Calendar Number	Day Count Override
▶ 2011-12	000	000	2	Y
▶ 2012-13	000	000	2	Y
▶ 2013-14	000	000	1	Y
▶ 2014-15	000	000	0	Y
▶ 2015-16	000	000	0	Y
▶ 2016-17	000	000	0	Y
▶ 2017-18	000	000	1	Y
▶ 2018-19	000	000	45	N

# PRIOR TO RUNNING THE YEAR END WIZARD

- Run the Mass Assign Miscellaneous Programs utility
- Select Mass End Option
  - Select the range of dates for the previous school year and select the End Date.
  - If category is left blank, all categories will be updated

**Mass Assign Miscellaneous Programs (158)**

**Student Ranges**

School Year: 2018-19

Low High

Entity: 000 999

Student Key: Student Key High: ZZZZZZZZZZ

Grade/Grad Yr: 9999 0000

Status:  Active  Inactive  Both

Include All Schools Schools

**Field Values to Process**

Process to Run:  Mass Create  Mass End  Mass Delete ?

**Start Date Range for Record Selection**

\* Low Date: \* High Date:

**End Date to Assign**

\* End Date:

Category:

# PRIOR TO RUNNING THE YEAR END WIZARD

- Run the *Mass Assign Completion Document* utility
  - This utility will mass assign a Completion Document Type to 12<sup>th</sup> Graders
  - Be sure to have the *Graduated* field Set to Yes and a *Graduation Date* entered prior to running utility.
- Use the following utility to help you: *Student Graduation Date Mass Create/Change*

The screenshot shows a software window titled "Mass Assign Completion Document (108)". The window is divided into two main sections: "Template Settings" and "Ranges".

**Template Settings:**

- \* Template Description: [Empty text box]
- Share with other users in entity 000

**Ranges:**

	Low	High
Default Entity:	[000]	[999]
Student Key:	[Empty text box]	[ZZZZZZZZZZ]

Existing Completion Document: [ <Blank> ]  
New Completion Document: [ 1 - Regular Diploma ]

Include All Student Types [ Student Types ]

On the right side of the window, there are five buttons: Save, Save and Process, Reset, and Back.

# PRIOR TO RUNNING THE YEAR END WIZARD

- Run EIS for the 051 on or after the last day of school for the students.
- Run for the End of Service Submission to extract the 050 & 051.

# DURING THE YEAR END WIZARD

- **Mass Withdrawal Students:**
  - Withdrawal Date should be the date after the last student attendance date.
  - Normal Progression Students – assign local non-state defined code (Ex – NP)
  - Graduating Students – assign local non-state defined code (Ex – GR)
  - Retained Students – assign local non-state defined code (ES – RT)
- **Entry Information**
  - Normal Progression Students, assign State Code or E – Regular Enrollment
  - Entry Date should be set to the Attendance Start Date from your school calendar.

# AFTER RUNNING THE YEAR END WIZARD

- Run the Mass Assign Miscellaneous Programs Utility
- Mass Create can create records in the following ways:
  - Entry/Withdrawal Dates
  - Start Date Entered
- Verify all Calendars are setup properly for the 18-19 school year.

**Mass Assign Miscellaneous Programs (158)**

**Student Ranges**

School Year: 2018-19

Entity: 000 High: 999

Student Key: Student Key: ZZZZZZZZZZ

Grade/Grad Yr: 9999 0000

Status:  Active  Inactive  Both

Include All Schools Schools

**Field Values to Process**

Process to Run:  Mass Create  Mass End  Mass Delete ?

Use Entry/Withdrawal dates to assign program start and end dates

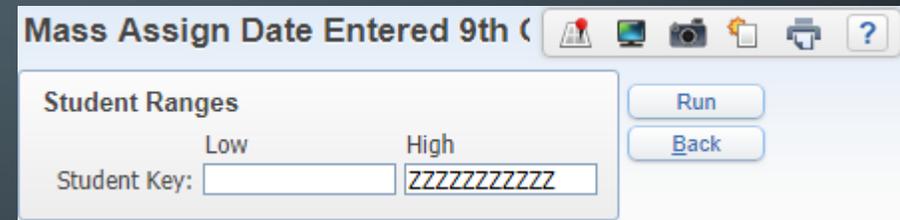
Add End Date

\* Start Date: 05/31/2018 End Date:

\* Category:

# AFTER RUNNING THE YEAR END WIZARD

- Run the *Mass Assign Date Entered 9<sup>th</sup> Grade Utility*
- This utility will populate the ‘Entered 9<sup>th</sup> Grade’ date field on the *General Profile* tab based on the *Entry/Withdrawal* record entry date.
- If the date is already filled in the value will be left as is.



The screenshot shows a software window titled "Mass Assign Date Entered 9th". The window contains a section labeled "Student Ranges" with two columns: "Low" and "High". Below these columns is a "Student Key:" label followed by two input fields. The first field is empty, and the second field contains the text "ZZZZZZZZZZ". To the right of the input fields are two buttons: "Run" and "Back". The window also features a standard toolbar with icons for help, search, camera, print, and a question mark.

# AFTER RUNNING THE YEAR END WIZARD

- Run verification reports
  - Verify all Curriculums have state Course Codes: Run Curriculum Master Report
  - Verify TN Buttons are filled out correctly: Run the Course Report by Course

1s0cor42.p 16-2 Entity (000) 08/04/12 Page:1  
05.12.06.00.01 Curriculum Master Report for entity 000 to entity 9999 12:47 PM

Curriculum Ent	Short Description	Long Description	Low Grd Lvl	High Grd Lvl	Status	Subject Code	Course Code
Qualifications (Position-Subject)							
00001	005	K- Lang Arts	K- Lang Arts	0	4	A	0001
00002	000	PRE-K	PRE-KINDERGARTEN	0	0	A	0002
00002	005	PRE-K	PRE-K	0	4	A	0002
00003	005	Grade K	Grade K	0	4	A	0003
00006	000	K - MATH	K - MATH	0	0	A	
00006	005	K- Math	K- Math	0	4	A	0006
00007	000	K - SCIENCE	K - SCIENCE	0	0	A	
00007	005	K-SCIENCE	K-SCIENCE	0	4	A	0007

1s0cor39.p 74-2 Entity (010) Grades 9 to 12 08/04/12 Page:1  
05.12.06.00.06 User-Defined Course Report by Course 12:56 PM

Course	Fed	Qual	Serv	Serv	Toh	Class
Key	Sec	Fund	Pts	Dist ID	Schl ID	Math Type
09305						
01	no		51	10		
0995A						
01	no		51	10	T	
0995B						
01	no		51	10	T	

# EIS SCHEDULE FOR AZURE DISTRICTS

- April 28, 2017 - the system will pull your 010, 011, 020, 021, and 022 EIS Extract records and send them to the state.
- July 15, 2017 - the system will pull your 030, 031, 040, 041, 060, and 062 EIS Extract records and send them to the state.
- August 20, 2017 - the system will pull all the remaining EIS Extract records, 042, 043, 044, 045, 046, 047, 048, 049, 050, 051, 052, 080, 081, 082, 083, 063, 015, 016, and send them to the state.
- Run the state ID Import Process once 040 records have been send (July 15).

# BEST PRACTICES

- Resolving EIS Skyward Errors

- If a student is pulled in error in Skyward's EIS system it did not create a record for that student at EIS.
- If a staff member is pulled in error in Skyward's EIS system it did not create a record at EIS.
- No error is too small to ignore. Address each error that you can.

# BEST PRACTICES

- Resolve EIS State Errors for both Students and Staff.
  - If student is in a Block Approval Error they will not be counted in the State's ADA/ADM Report.
  - If a staff member is in error. There classes may not load at the state.
  - If the class did not load at the state the students are missing ADA/ADM minutes for that class.

# BEST PRACTICES

- At the beginning of the year you would expect to see a lot of 'New' records to be sent. If you are seeing Deletes, review your data and make sure it is correct.
- Always Review the Verification Report that prints since this is the data that is being sent to the state.

The background is a dark blue gradient. In the four corners, there are white, stylized circuit board traces. These traces consist of straight lines that turn at right angles, ending in small white circles, resembling a PCB layout.

**SETUP IS COMPLETE...**  
**START ENTERING STUDENT DATA!**



QUESTIONS?