



# STATE REPORTING YEAR END/YEAR START

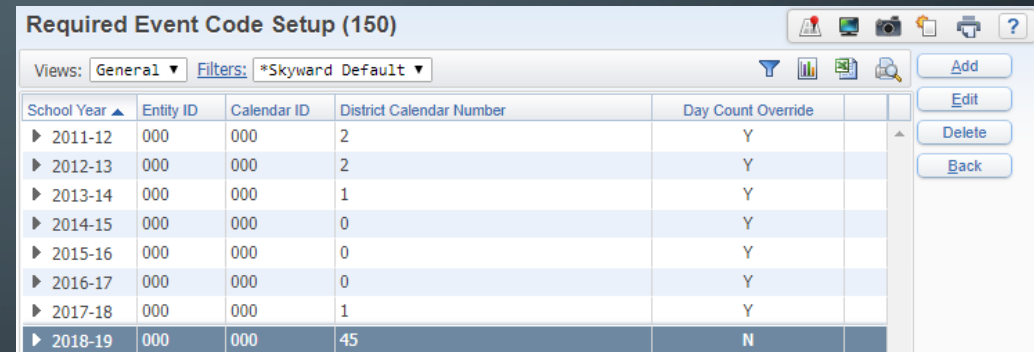
2018 USER GROUP

# 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 columns for School Year, Entity ID, Calendar ID, District Calendar Number, and Day Count Override. The table lists data for school years from 2011-12 to 2018-19. For each year, the Entity ID and Calendar ID are 000. The District Calendar Number varies: 2 for 2011-12 and 2012-13, 1 for 2013-14, 0 for 2014-15, 2015-16, and 2016-17, 1 for 2017-18, and 45 for 2018-19. The Day Count Override is 'Y' for all years except 2018-19, which is 'N'. The interface includes a "Views" dropdown set to "General", a "Filters" dropdown set to "\*Skyward Default", and buttons for "Add", "Edit", "Delete", and "Back".

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

The screenshot shows a software utility window titled "Mass Assign Miscellaneous Programs (158)". It contains two main sections: "Student Ranges" and "Field Values to Process".

**Student Ranges**

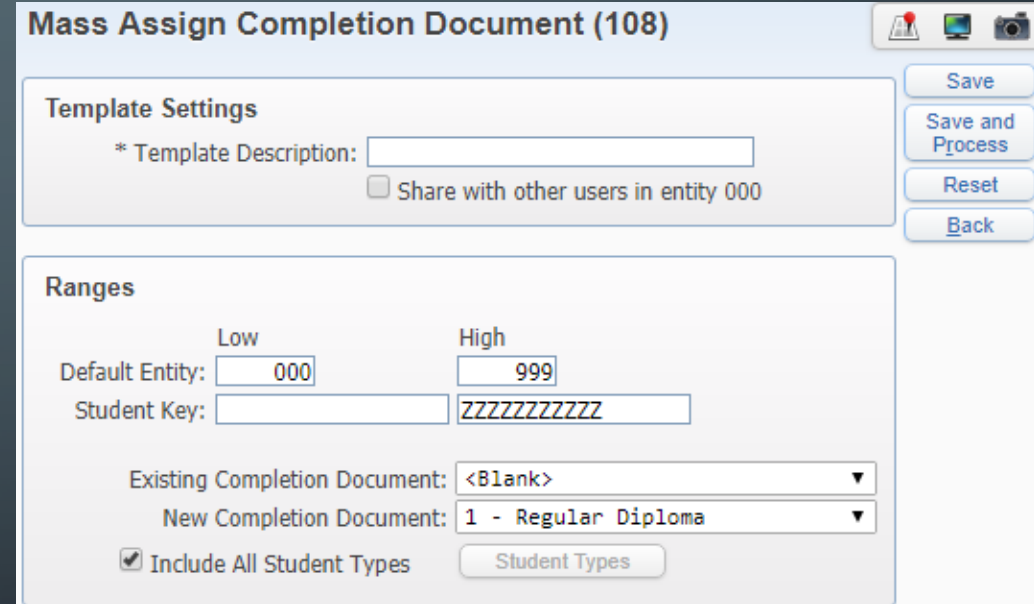
- School Year: 2018-19 (dropdown)
- Low Entity: 000
- High Entity: 999
- Student Key: (blank) | ZZZZZZZZZZ
- Grade/Grad Yr: 9999 | 0000
- Status: ☐ Active ☐ Inactive ☒ Both
- ☒ Include All Schools Schools

**Field Values to Process**

- Process to Run: ☐ Mass Create ☒ Mass End ☐ Mass Delete ?
- Start Date Range for Record Selection
  - \* Low Date: (calendar icon)
  - \* High Date: (calendar icon)
- End Date to Assign
  - \* End Date: (calendar icon)
- Category: (dropdown) | (text input)

# 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)". It contains two main sections: "Template Settings" and "Ranges".

**Template Settings:**

- \* Template Description: [Text input field]
- ☐ Share with other users in entity 000

**Ranges:**

	Low	High
Default Entity:	[000]	[999]
Student Key:	[Text input field]	[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.

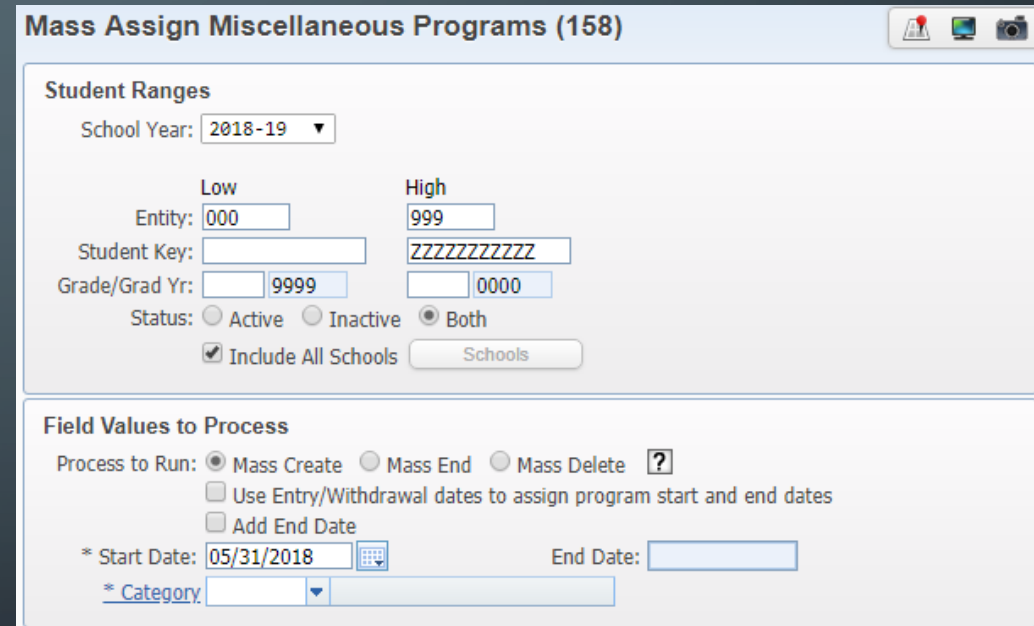
# DURING THE YEAR END WIZARD

- **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.



The screenshot shows a software window titled "Mass Assign Miscellaneous Programs (158)". It contains two main sections: "Student Ranges" and "Field Values to Process".

**Student Ranges**

- School Year: 2018-19 (dropdown)
- Entity: 000 (Low), 999 (High)
- Student Key: (empty), ZZZZZZZZZZ (High)
- Grade/Grad Yr: (empty), 9999 (Low), (empty), 0000 (High)
- Status: ☐ Active ☐ Inactive ☒ Both
- ☒ Include All Schools

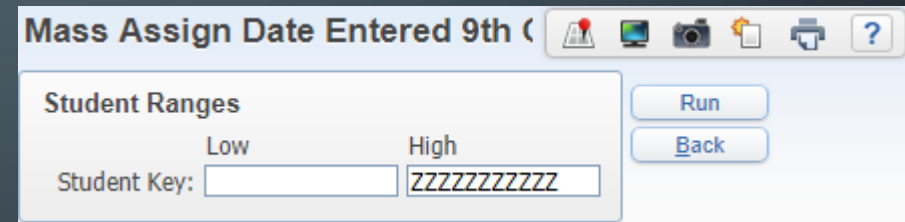
**Field Values to Process**

- 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 (calendar icon) End Date: (empty)
- \* Category: (dropdown)



# 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 has a standard toolbar with icons for help, search, camera, print, and a question mark. Below the title bar, there is a section titled "Student Ranges" which contains two columns: "Low" and "High". Under the "Low" column, there is a text label "Student Key:" followed by an empty input field. Under the "High" column, there is an input field containing the text "ZZZZZZZZZZ". To the right of the "Student Ranges" section, there are two buttons: "Run" and "Back".

# 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 05.12.06.00.01		Entity (000) Curriculum Master Report for entity 000 to entity 9999			08/04/12	Page:1 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

05.12.06.00.06

Entity (010) Grades 9 to 12

User-Defined Course Report by Course

08/04/12

Page:1

12:56 PM

Course

Key

Fed	Qual	Serv	Serv	Tch	Class
<u>Sec</u>	<u>Fund</u>	<u>Pts</u>	<u>Dist ID</u>	<u>Schl ID</u>	<u>Meth Type</u>
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. Their 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 corners, there are white line art illustrations of circuit boards or neural networks, with lines and small circles representing nodes.

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



An abstract graphic on the left side of the slide, consisting of a network of thin, light-blue lines and small circles, resembling a circuit board or a neural network diagram. The lines and nodes are concentrated on the left edge and spread out towards the center.

QUESTIONS?