

Post-EOY Checklist

After running the PowerSchool End of Year process, various areas of the application should be reviewed to verify that each school within the district is properly setup for the upcoming school year.

Years and Terms

Navigation: Start page > School Setup > Scheduling > Years and Terms

1. Click on the current school year; i.e., 2013-14.
2. Verify **Periods** and **Days**.
 - a. Make changes if necessary and click **Submit**.
 - b. If no changes are needed, follow breadcrumbs back to **Years and Terms**.
3. Click on **Edit Terms** to verify term setup.

Verify Student Enrollment

Verify that each student has the correct entry and exit dates for the school year. The End of Year process assigns each student a start and end date based on your years and terms.

Periods

Navigation: Start page > School Setup > Scheduling > Periods

Verify the number of periods for the upcoming school year. Update the period names and abbreviations if necessary.

Post-EOY Checklist

Cycle Days

Navigation: Start page > School Setup > Scheduling > Days

Verify the number of cycle days for the upcoming school year. Update the cycle day names and abbreviations if necessary. Cycle Days should match Days as displayed in Years and Terms.

Attendance Codes

Navigation: Start page > School Setup > Attendance > Attendance Codes

When creating a new year/term, PowerSchool copies the attendance codes from the previous year, eliminating the need to recreate attendance codes from scratch.

Attendance Code Categories

Navigation: Start page > School Setup > Attendance > Attendance Code Categories

When creating a new year/term, PowerSchool copies the attendance code categories from the previous year, eliminating the need to recreate attendance code categories from scratch. Please note that in order for tardies to properly display on the **Quick Lookup**, each tardy attendance code must be associated to the Tardy attendance code category.

Attendance Conversions

Navigation: Start page > School Setup > Attendance > Attendance Conversions

When creating a new year/term, PowerSchool copies the attendance conversions from the previous year, eliminating the need to recreate attendance conversions from scratch.

Post-EOY Checklist

Full Time Equivalencies (FTEs)

Navigation: Start page > School Setup > Attendance > Full Time Equivalencies

When creating a new year/term, PowerSchool copies the FTEs from the previous year, eliminating to recreate FTEs from scratch. Ensure that each FTE is assigned a default attendance mode and a default attendance conversion.

Attendance Preferences

Navigation: Start page > School Setup > Attendance > Preferences

When creating a new year/term, PowerSchool copies the attendance preferences from the previous year, eliminating the need to redefine attendance preferences.

Bell Schedules

Navigation: Start page > School Setup > Calendaring > Bell Schedules

When creating a new year/term, PowerSchool copies the bell schedules from the previous year, eliminating the need to recreate bell schedules from scratch. Verify that each bell schedule is assigned an attendance conversion method. Determine which periods will occur in each bell schedule. Determine which periods count towards ADA calculations. If using the meeting/daily attendance bridge, indicate which period is the bridge period in each bell schedule. Avoid enrolling students into overlapping periods. See the Bell Schedules QRD for more information.

Calendar

Navigation: Start page > School Setup > Calendaring > Calendar Setup

Ensure that each in-session day is assigned a cycle day from the Day popup menu, a bell schedule from the Schedule popup menu, and an appropriate membership value. These rules apply for almost all calendar configurations.

Post-EOY Checklist

Reporting Segments

Navigation: Start page > School Setup > Calendaring > Reporting Segments

If your school uses reporting segments, ensure that they are updated at each school with the correct dates.

PMR Interval Setup

Navigation: Start page > School Setup > Calendaring > PMR Interval Setup

Ensure that the PMR intervals are set up correctly for state reporting. Months 1 and 2 must have 20 days each. All other months are valid for any number of days between 16 and 26.

Final Grade Setup

Navigation: Start page > School Setup > Grading > Final Grade Setups

Ensure that the final grade store codes / reporting terms are properly set up. Final grade reporting terms are specific to the term in which they are created. For instance, a Q1 final grade reporting term setup for the Year term applies only to year-long classes. This is different than the Q1 final grade reporting term setup for the Semester 1 term which only applies to Semester 1 classes.

Current Grade Display

Navigation: Start page > School Setup > Grading > Current Grade Display

Here you can determine which final grades to display on the **Quick Lookup**, and whether to display current or historical grades. The Current Grade determines which store code is the current grade throughout the current school. The Parent/Student Access Term determines the data displayed in the public portal. Enter an appropriate term abbreviation. Your term abbreviations may or may not coincide with your final grade store codes.

Post-EOY Checklist

GPA Student Screens

Navigation: Start page > School Setup > Grading > GPA Student Screen

Select a GPA calculation method from the popup menu to determine the GPA displayed at the bottom of the **Quick Lookup** student screen. Update any data access tags (DATs) used for the **Cumulative Info** student screen. Some DATs on this page may have year or term-specific parameters which may need to be updated every year or every term.

GPA Calculations

If your district uses GPA calculations with year-specific parameters or query options, ensure that your GPA calculations are updated with new parameters that pertain to the current school year.

Honor Roll Methods

If your school's honor roll methods use year-specific GPA calculations, ensure that the honor roll methods at each school are updated to use GPA calculations that are setup for the current school year.

Final Grade Entry Options

Navigation: Start page > School Setup > Grading > Final Grade Entry Options

Review each school's Final Grade Entry Options to ensure that each is setup for the upcoming school year.

Activities

Navigation: Start page > School Setup > General > Activities Setup

Create any new activities that will be offered in the upcoming school year. When specifying the field name of a new activity, ensure that you are using supported characters for a field name. PowerSchool supports letters, numbers, and the underscore (_). While other characters may be accepted by the application when creating the new activity, they may prevent students from properly enrolling in the activity.

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