End-of-Year Checklist (Kentucky)

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The End-of-Year Checklist provides information on certain activities that need to be performed within Infinite Campus at the end of the school year. Performing these steps aids in closing out the current year and preparing for the next school year.

Post Grades

Done	Task
	Ensure teachers have posted all final grades for all terms.
	Post appropriate grades to student transcripts.
	Print report cards and/or transcripts for record keeping.

Diploma Dates and Types

Done	Task
	Use the Enrollment End Wizard to set the diploma date and types for seniors.
	Do not enter End Date and End Status for enrollment records until all state reports have been approved.

User Rights

Done	Task
	Ensure teachers have access to the current calendar and to next year's calendar. Rights to calendars can be removed at any time during the year.
	Review user tool rights for access to calendars and appropriate tools.
	End access to Infinite Campus for this individuals who have left the district (non-returning staff, graduated students, etc.).
	Update calendar rights for the new school year.

End-of-Year Report Submission/Approval

Done	Task
	Follow instructions provided by KDE for end-of-year report submission/approval.

Enrollments

Done	Task
	End enrollment records AFTER all state reports are approved.
	Use the Enrollment End Wizard to end enrollments as of the last instructional day for the current year AFTER all grades have been posted. Enrollments should only be ended after enrollments have been rolled forward into the next calendar.

System Administration

Done	Task
	Verify enrollments for the next school year have been added, with specific attention to students who may not have been included in the original enrollment roll over.
	Verify enrollment start date is correct for the next school year. Enrollments should start on the first day of instruction, as the calendar days suggest.
	Verify students are enrollments in class sections for the next school year.
	AFTER all end-of-year reports are approved, change the active year.

Verification of End-of-Year Processes

Done	Task
	Review data for a few students to see that the grade level is correct for the next school year.
	Review data for a few students to see that any enrollment changes made after students were initially rolled forward are reflected in the next school year's enrollments.

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