

End of Year Checklist (Arizona)

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[Spring Time of the Current School Year](#) | [Current School Year After Last Day of School](#) | [Before the Start of the Next School Year](#) | [Congratulations!](#)

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, and includes items that can be done to aid in the beginning of the next school year.

Tasks are listed in the order in which they should be performed or completed. Links to appropriate content are listed in the Notes column, along with other helpful information about the task.

As always, follow your district's policies and guidelines when completing these tasks.

Spring Time of the Current School Year

| Done | Task | Notes |
|------|---|--|
| | Create a school year for the next calendar and enrollments. | <p>A School Year is necessary in order to create calendars for the current school year and future calendars.</p> <p>This step can be done at any time, depending on your district and desire to have several future year calendars available. Only one school year can be active at any time.</p> <p>Whether you are creating several school years or just one, leave the current school year active until ALL tasks are completed here. The current school year might be the active one up until just a few days before the start of the next school year.</p> |
| | Create next year's calendar. | <p>Use the Calendar Wizard to create new calendars, roll calendars forward or copy data into existing calendars.</p> <p>This step can be done at any time, depending on your district and desire to have several future year calendars available.</p> <p>School years and calendars are created when schools are preparing for student course registration for the next school year. See the Checklist for Scheduling for information on that process.</p> |

| Done | Task | Notes |
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| | <p>Create Summer School calendars for the upcoming summer sessions (if your district offers summer sessions).</p> | <p>There are a couple of different ways that summer school calendars can be created in Campus. State reports are often affected by summer school sessions and enrollments.</p> <p>Follow district guidelines for creating summer school calendars. Summer School Calendars ARE NOT SENT to Ed-Fi and need to be marked as Exclude.</p> |
| | <p>Review Grade Levels assigned to the calendar.</p> | <p>Grade levels roll forward from one calendar to the next, when selected. For the Enrollment Roll Forward process, Grade Levels are required to be in the correct sequential order.</p> |
| | <p>Verify the first day of instruction for the new school year.</p> | <p>This date might not be known until the school board/superintendent have final meetings about the next school year.</p> <p>Until that date is available, use your best guess. Adjustments can be made to the calendar and to enrollments when that date is available.</p> |
| | <p>Verify term dates and period times are correct.</p> | <p>This date might not be known until the school board/superintendent have final meetings about the next school year.</p> <p>Until that date is available, use your best guess. Adjustments can be made to the calendar and to enrollments when that date is available.</p> |
| | <p>Roll student enrollments forward.</p> | <p>This is also part of the Scheduling process, as students need an enrollment in the next year's calendar in order to request courses.</p> <p>The rolling forward process can be done multiple times without risk of creating multiple enrollments for a student.</p> <p>There is complicated logic when using the Enrollment Roll Forward tool. Review the article thoroughly before performing the roll forward action.</p> <p>After enrollments have been rolled forward, students can request courses for the next school year. See the Checklist for Scheduling for information on that process.</p> |

Current School Year After Last Day of School

| Done | Task | Notes |
|------|---|--|
| | Create missing grades reports for teachers to verify all grades have been posted. | <p>The Missing Assignment Scheduler allows districts to send messages to students/parent about any missing assignment.</p> <p>Teachers also have access to a Missing Assignment report.</p> |
| | Post Grades for all students. | First, the teachers finalize the scores for all assignments and final assessments. Then, they post those scores during a specified Grading Window . |
| | Generate report cards for mailing. | Once the Grading Window has closed (all teachers have posted grades), report cards can be generated and mailed to students/guardians. |
| | Post applicable student scores to the Transcripts. | Those same posted grades, when marked accordingly, are posted to the student's transcript . |
| | Generate transcripts for mailing. | <p>Once the grades have been posted to the transcript, the transcript can be printed and mailed to students/guardians.</p> <p>When using the eTranscript option, follow the same process.</p> |
| | Report and bill for end of year fees. | Follow district guidelines for this process. |
| | Print cumulative labels for student files. | The Cumulative Labels Report only prints student transcript information that also includes credits. |
| | Run end of year state and district reports. | Check your state's website and follow district guidelines for this process. |
| | Update employment records for staff. | For staff who have left the school or district, update the District Employment and District Assignment records. |
| | End access to Campus for staff leaving the school and/or district. | <p>After ending employment and assignment records, update their Account Information to remove access to Campus.</p> <p>Another option in some larger districts might be to turn off access to Campus for ALL staff during the summer months.</p> |

| Done | Task | Notes |
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| | <p>Ensure enrollments for the next calendar exist/have been rolled forward.</p> | <p>This can be an easy spot check by viewing enrollments in the next school year for a specific grade level using the Advanced Search option in Student Information.</p> <p>You can also use the Enrollment Roll Forward tool again for each grade level.</p> |
| | <p>Verify the last instructional day is indeed the last day of school.</p> | <p>In the current calendar, check the Calendar Information editor. The End Date on this editor may be longer than the actual dates of school. Often, this date is the end of the fiscal year (June 30).</p> <p>On the Calendar Days editor, the last day of school should be the actual last day that students were in the building and receiving instruction (the Instruction checkbox is marked).</p> |
| | <p>End student enrollments.</p> | <p>Use the Enrollment End Batch to end an entire grade level at one time, adding the End Action Information. End 12th grade enrollments first.</p> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> <p>Verify all Enrollment End Status used at the district are mapped to the proper State End Status Code value in the Enrollment End Status Setup tool and in the Ed-Fi Configuration tool for the Student School Association Resource in the Exit Withdraw Type Descriptors list. This is necessary for proper sending of enrollment data.</p> </div> <p>Choose the Enrollment End Status that is appropriate for the end of a school year, with the knowledge that the student is planning to return to the same school and district the next school year.</p> <ul style="list-style-type: none"> • For graduating seniors, an Enrollment End Status is needed. Then, enter the last instructional day of the school year as the End Date. <ul style="list-style-type: none"> ◦ Use the local end status that is mapped to one of the following State End Status Codes: <ul style="list-style-type: none"> ▪ C: Completed Course of Study ▪ A: Attended-Concluded HS, not expected to re-enroll ▪ G: Graduated |

| Done | Task | Notes |
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| | | <ul style="list-style-type: none"> ▪ SC: Still Enrolled (Course Study Requirements) • For all other students moving up a grade level, an End Action of P: Promote is needed. Then, enter the last instructional day of the school year as the End Date. • For students who are not moving up a grade level, choose an End Action of R: Retain (for those repeating the same grade level). Then, enter the last instructional day of the school year as the End Date. <ul style="list-style-type: none"> ◦ An option of D: Demote is listed in the End Action dropdown list, but it is not an accepted value for Arizona schools. <p>See the Arizona Enrollment article for additional information on ending enrollments.</p> <div style="background-color: #e1f5fe; padding: 10px;"> <p>Integrity Error</p> <p>Every April, an integrity error is turned on that (1) fails every student who does not have an enrollment end date, or (2) fails every student in Special Education who does not have an ended IEP.</p> <p>These errors are just warnings and can be ignored. They are removed as soon as the district populates the End Date/End Action on the Enrollment record.</p> </div> |
| | End locker assignments for current school year. | Use the Locker Batch End Wizard for this. |

Before the Start of the Next School Year

| Done | Task | Notes |
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| Done | Task | Notes |
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| | Verify the enrollment start date is correct for the new school year. | <p>There are times when schools may have created calendars for a school and rolled enrollments forward before the actual dates of the start of the next school year were finalized.</p> <p>Use this step to verify the calendar dates are now correct. This is also a good time to reset Calendar Days, add any Calendar Events and make final adjustments to terms and periods.</p> <p>Use the Enrollment Roll Forward tool to update Enrollment Start Dates to the correct date, if needed.</p> |
| | Verify district assignment records for newly hired staff exist; modify records for staff changing schools and positions. | This review of staff employment records is a manual process. However, use the Staff Locator to more quickly locate that staff person. |
| | Ensure teachers have access to the current calendar and to next year's calendar. | <p>Calendar rights determine which school, year and calendar the staff can choose, and more importantly, view and modify data.</p> <p>Calendar rights can be removed at any time during the year.</p> |
| | Review tool rights for access to calendar and tools. | <p>At the same time, review tool rights for users and user groups.</p> <p>Have a process in place for creation and communication of accounts and passwords for new and existing staff.</p> |
| | Roll forward report cards, transcripts, schedule reports. | These types of reports are calendar specific. Use the Reports Roll Forward tool to move these reports from one calendar to the next. |

Congratulations!

You have successfully completed all necessary tasks for the end of the year. Enjoy your well-deserved break! When you return prior to the start of the school year, check out the [Beginning of Year Checklist](#) for tasks to get your ready for the first day of school.