

End of Year Checklist

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[General Timeline](#) | [Calendars](#) | [Reports](#) | [Student Information and Enrollments](#) | [Staff Information and Records](#) | [System Administration](#)

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 begins certain things for the next school year. Performing these steps aids in closing out the current year and preparing for the next school year.

Additional requirements determined by Departments of Education may be required.

- [Kentucky End-of-Year Checklist](#)

General Timeline

Done	Task
	Post Grades.
	Post/mail Report Cards.
	Post/mail Transcript grades.
	End Enrollments.
	Run end-of-year state and district reports.
	Remove and/or Add user rights for staff.

Calendars

Done	Task
	Create next year's calendar.
	Set up summer school calendars separately from regular school year calendars. Summer school calendars are created the the same way; the only difference is that on the Calendar Details , the Summer School field is marked. Students would also have a separate Summer School Enrollment .

Reports

Done	Task
	Create a missing grades report to ensure teachers have posted all final grades for all terms.
	Post appropriate grades to student transcripts.
	Verify that the posted report card grade and the transcript grade match by comparing the student's Transcript and Grades tab.
	Print a cumulative label of the entire year's transcript to attach to a student's file.

Student Information and Enrollments

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 all state reports have been completed before ending enrollment records.
	Use the Enrollment End Batch 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.
	Select an end action for student enrollments: Demote, Promote, or Retain.
	Verify the enrollment start date is correct for the next school year. Enrollments should start on the first day of instruction, as the calendar days suggest.
	Review state-specific entries for proper designation for the student.
	Verify students are enrolled in class sections for the next school year.
	Review students who are simultaneously enrolled in two schools on the same date.
	Review all students who have been duplicated in the system.
	List students who have the same local student ID numbers or state ID numbers.
	Process graduate information and apply an enrollment end date.

Done	Task
	Roll student enrollment records forward.

Staff Information and Records

Done	Task
	Assign an end date to all district employment records of staff who have left the district.
	Deactivate user accounts for staff users leaving the district.
	Verify district assignment records for newly hired staff and modify records for staff who are changing positions or locations within the district.

System Administration

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.
	If using Online Registration , verify the OLR School Year accepting OLR applications for the current school year for new and/or existing students has been inactivated.
	Verify the last instruction day is indeed the last day of school.
	Verify the first day of instruction in next year's calendar is the first day of school and that is is the enrollment start date.
	Verify term dates and period times are correct in the next year's calendar.
	Review user tool rights for access to calendars and appropriate tools.
	End access to Infinite Campus for individuals who have left the district (non-returning staff, graduated students, etc.).
	Change the Active Year to the next school year.
	Update calendar rights for the new school year.
	Set a Grading Window to prevent teachers from modifying or posting grades after a defined date.
	Roll forward reports such as transcript or report card layout, if applicable.
	Report and bill end of the year fees .

Done	Task
	Review and manage locker assignments .
