

DATA PROCESSING -- EOY CHECKLIST (Seniors)

(revised May 4, 2011)

Three Screens Where Most of the Information is Located:

Student Center → Demographics → Academic

- Promotion Flag
- Grad Year
- Graduation Date
- Grad Requirement Group
- Exclusions

Student Center → Demographics → LEADS Student Info

- Option Codes
- Career Options
- Academic Endorsements
- Career Tech
- Passed GEE flag
- Year Entered 9th Grade
- Routing Code

Student Center → Demographics → Entry/Withdrawal

- Enter drop codes and dates for O3 and CA completers
- Enter drop codes and dates for Failed GEE

Student Center → Mark Reporting → GPA Summary

- Make sure record exists for each year
- Make sure last record is your building

=====

Important things to check on the Transcript

- All courses showing up
- Correct # of credits
- Correct GPA
- Correct “Year Entered 9th Grade”

Graduates (Regular, Option III, and Cert of Achievement):

(If you have an eleventh grade student who will be a regular graduate or a Cert. of Achv graduate, go to Entry/Withdrawal and insert a grade change to make him/her a senior. *You don't have to do this for your Opt 3 students. There are additional instructions later on in the handout.*

The "Senior Checkup" report can be found in the EOY folder in Cognos. Here's how to make changes.

Graduates stay at your building (we no longer move them to 999).
 Go to Student Center → Registration → Next Year
 If the student will NOT graduate, make sure the building under the next year tab is your building. However, if the BOR is not your building, the student will need to fill out the proper forms with CWA in order to roll back to your school.

If you need to change the Promotion flag:
 Go to Student Center → Demographic → Academic

A check in the "Promotion" box means the student is being promoted. No check means he/she is failing.

If the student **SHOULD NOT** count in the official ranks (Option III or Cert of Ach), **ADD** both the WGT and UNWGT ranks to the list of **RANK Exclusions** on the academic screen.

You can run the "Option III Graduates" report and the "Cert of Ach Graduates" report found in the EOY folder in Cognos. All of these reports use the Year of Graduation field to choose students (not the grade).

Year of Graduation and Graduation Date

These two fields show up in the Senior Checkup report mentioned at the beginning of this handout.

If the student will graduate or complete, these two fields must contain the correct data. They are both found on the Student Center → Demographics → Academic screen in the Graduation section.

Academic

Graduation

Graduation Year: 2009-2010 School Year

Graduation Requirement Group:

Supplemental Requirement Groups:

Graduation Date:

If the student will NOT graduate or complete, change the Graduation Year to the next highest year and REMOVE the Graduation Date by clicking on the date and using the delete key. Make sure you then click on **SAVE**.

Passed GEE flag

On the State screen (Student Center → Demographics → LEADS Student Info) the value for all students has been set to Yes (). However, Paula does this ahead of time and you may have seniors that were added after she did this. You can do an advanced search to find these students. Here are the parameters:

Favorites:

Custom Search Name:

Pass Gee Flag Search Criteria

And/Or	Area	Field Name	Condition	Value
	<input type="text" value="Demographic"/>	<input type="text" value="Building"/>	<input type="text" value="= (equals)"/>	<input type="text" value="3"/>
<input type="button" value="And"/>	<input type="text" value="Demographic"/>	<input type="text" value="Grade"/>	<input type="text" value="= (equals)"/>	<input type="text" value="12"/>
<input type="button" value="And"/>	<input type="text" value="Demographic"/>	<input type="text" value="Current Status"/>	<input type="text" value="= (equals)"/>	<input type="text" value="A"/>
<input type="button" value="And"/>	<input type="text" value="LEADS Student Information"/>	<input type="text" value="Passed GEE Flag"/>	<input type="text" value="<> (is not equal to)"/>	<input type="text" value="Y"/>

Put your building number in the first line.

You get a list of everyone that doesn't have the check (yes). You can correct it if necessary.

LEADS Student Information

ID: [7620027](#) Building: A M Barbe High Grade: 12

Dropout Reason:

Pre-K Funding Source: [Not Assigned](#)

English Proficiency: [02 - Limited English Proficient \(LEP\)](#)

LEP Funding Source: [13 - No instructional language program](#)

Option Code: [Not Assigned](#)

Pre-GED Skills: [Not Assigned](#)

Career Option Code:

Grade 9 Entry Year:

Academic Endorsement:

Career/Tech Endorsement:

Passed GEE Flag:

Routing Code: [Not Assigned](#)

After Graduation!!

Entry/Withdrawal Screen (DO NOT MAKE THIS CHANGE UNTIL Dropping them before then will cause you great heartache and misery.

Regular Graduates: Paula will change all of these for you.

Option III Graduates: Drop the student with a date of 05/27/2011 and with the appropriate code (22 thru 26).

Code 22 – GED & Industry Based Certificate

Code 23 – GED & LDS

Code 24 – Industry Skills Certificate

Code 25 – Local Skills

Code 26 – Certificate of Completion

Certificate of Achievement Graduates: Drop the student with a date of 05/27/2011 and with a code of 06 (Cert of Achmnt)

Endorsements.

These are VERY important to your school scores.

The three areas are:

- Academic Endorsements
- Career / Tech Endorsements
- Career Option Code (only if the student is eligible for the TOPS Tech award)

All three of these can be found in Student Center → Demographics → LEADS Student Information.

LEADS Student Information		
ID: 9800002	Building: Dequincy High	Grade: 12
<input type="button" value="Save"/>	<input type="button" value="Search"/>	<input type="button" value="List"/>

Dropout Reason:	<input type="text"/> ↓
Pre-K Funding Source:	Not Assigned
English Proficiency:	01 - Fully English Proficient
LEP Funding Source:	Not Assigned
Option Code:	Not Assigned
Pre-GED Skills:	Not Assigned
Career Option Code:	<input type="text"/> ↓
Grade 9 Entry Year:	<input type="text"/>
Academic Endorsement:	<input type="text"/> ↓
Career/Tech Endorsement:	<input type="text"/> ↓
Passed GEE Flag:	<input checked="" type="checkbox"/>
Routing Code:	Not Assigned

Before entering any of these three fields, you must fill out the proper form (Louisiana HS Diploma Endorsement Documentation) and make sure that you keep supporting documents at the school. This must be signed by the principal.

Once you determine which endorsements or code needs to be added to the student, use the drop-down arrow to choose it from the list.

Academic Endorsements

Description	Code
Academic Endorsement with 1 IB course (test score 4 or higher)	A3
Academic Endorsement with 1 unit AP course (test score 3 or higher)	A2
Academic Endorsement with 3 units non-remedial articulated college credit in core area	A4
Academic Endorsement with senior project	A1

Career/Tech Endorsements

Description	Code
Career/Tech Endorsement with 3 college hours in career tech area that articulate to post-secondary institution	B2
Career/Tech Endorsement with BESE approved industry-based certificate	B1

Description	Code
AGRICULTURE, FOOD, AND NATURAL RESOURCES	001
ARCHITECTURE & CONSTRUCTION	002
ARTS, A/V TECHNOLOGY & COMMUNICATIONS	003
BUSINESS, MANAGEMENT & ADMINISTRATION	004
EDUCATION & TRAINING	005
FINANCE	006
GOVERNMENT AND PUBLIC ADMINISTRATION	007
HEALTH SCIENCE	008
HOSPITALITY AND TOURISM	009
HUMAN SERVICES	010

Career Option Code

Non-Graduates due to failed course work:

Academic Screen

1) Take the check out of the Promotion box if the senior will not graduate because of failed course work.

Academic

ID: [9800002](#) Building: Dequincy High Grade: 12

Save Search List

Diploma Type: ↓

Advisor: ↓

Disciplinarian: ↓

Promotion:

VoTec:

2) A little farther down on the Academic screen, change the Graduation Year. It's currently 2011. Make it 2012.

Graduation

Graduation Year: 2011 ↓ 2010-2011 School Year ←

Graduation Requirement Group: ↓

Supplemental Requirement Groups: ↓

Graduation Date: 5/21/2011 ←

3) You will need to click in the Graduation Date and press the delete key to remove the date.

4) Near the bottom of the Academic screen, ADD the two GPA exclusions (weighted and non-weighted) so that the student doesn't show up in your ranks.

Academic 2009/

Exclusions

Rank

Rank Type	But Include In Class Size	Delete
<input type="text"/> ↓	<input type="checkbox"/>	<input type="checkbox"/>

Make sure you click on the SAVE button after making all of these changes.

Registration – Next Year tab

Make sure the Next Year building is your building. (OOZ rules apply.)

Summer School | **Next Year**

Delete

Building of Residence: 14 - DeQuincy High

Override Building of Residence: N - No Override ↓

Building:* 14 ↓ DeQuincy High

Override Reason:* ↓

Grade:* 12 ↓ Twelfth Grade

Entry/Withdrawal Screen

Paula will take care of this when she does the roll-up in July.

Non-Graduates because of GEE.

Entry/Withdrawal Screen

Drop the student with a date of 05/27/2011 with a code 17 (Failed GEE).

Entry/Withdrawal	
Calendar:*	<input type="text" value="R"/>
Grade:*	<input type="text" value="12"/>
Entry Type:	C - Current Year
Entry Code:*	<input type="text" value="E1"/>
Entry Date:*	<input type="text" value="8/18/2009"/>
Withdrawal Code:	<input type="text"/>
Withdrawal Date:	<input type="text"/>

Academic Screen

Since these students aren't coming back to take any more class work, you can leave the check in the promotion flag. However, since they aren't graduating, you will remove the Graduation Date. Leave the Graduation Year (don't change) so that they will roll out of your building.

Graduation	
Graduation Year:	<input type="text" value="2011"/> 2010-2011 School Year
Graduation Requirement Group:	<input type="text"/>
Supplemental Requirement Groups:	<input type="text"/>
Graduation Date:	<input type="text" value="5/21/2011"/>

Farther down on the Academic Screen, ADD the Exclusions from the weighted and un-weighted Ranks.

Exclusions

Rank		
Rank Type	But Include In Class Size	Delete
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

LEADS State Screen.

Paula has set the Passed GEE flag to 'Yes' for all seniors. If the student failed the LEAP test, remove the check from the Passed GEE Flag.

Pre-GED Skills:	Not Assigned
Career Option Code:	<input type="text"/>
Grade 9 Entry Year:	<input type="text"/>
Academic Endorsement:	<input type="text"/>
Career/Tech Endorsement:	<input type="text"/>
Passed GEE Flag:	<input checked="" type="checkbox"/>

Please remember that you may have seniors at the Career Center that will return to you to graduate.

The Career Center will:

- exit the student from building 72 and drop the schedule with a “T”
- delete the current year rank record if it says building 72.

You will:

- gain the student but you DO NOT reschedule them (grades coming from old classes).
- add a 2011 rank record for your building so that these students will rank with your seniors and
- re-run your rank calculations.

There may be one or two of our old “8.5” students that are graduating this year. These students are different from our current middle school students that take courses at the high school campus. They were actually enrolled in grade 8 at the high school campus. Some of them spent a couple of years in the eighth grade and then moved to the tenth grade without ever officially becoming a freshman. That means that they don’t have a 9th grade rank record. For these students (and these students ONLY!!) you will need to go to the LEADS Student Information screen and enter his/her year that they entered the 9th grade. For all other students, the program uses the year of the first 9th grade rank record that the student has.

LEADS Student Information

ID: [9800002](#) Building: Dequincy High Grade: 12

Dropout Reason:

Pre-K Funding Source: [Not Assigned](#)

English Proficiency: [01 - Fully English Proficient](#)

LEP Funding Source: [Not Assigned](#)

Option Code: [Not Assigned](#)



Pre-GED Skills: [Not Assigned](#)

Career Option Code:

Grade 9 Entry Year: ←

The Grade 9 Entry Year is BLANK for almost all students. Only those students that were 8th grade on your campus about 4 years back.









End of sixth six weeks report card procedures.

- Run the  [NC Grade for Final](#) Cognos report that is in this folder:
[Public Folders > 1 - CPSS eSchoolPLUS Reports > Grading Reports > High School Reports \(Number Grades\)](#)
- Run the  [Missing or Invalid SW Grades](#) from the same folder:
Get your data clerk to
- On May 5th, your data clerk will:
 - 1) sync schedules for your seniors.
 - 2) turn on grading in TAC at noon. We can no longer limit it to just seniors.
- The clerk will turn grading OFF at:
== Noon on 5/10/2011 for the Career Center, Bell City, DeQuincy, Iowa, Starks and LCBA.
Note. If your building has students that attend from one of these schools, those teachers will need to complete those senior's grade by that time. (LCB Academy, LaGrange T&I, etc.)
== All other schools go by the schedule that has been approved.
- Your data clerk will:
 - 1) create final grades and send you the "Senior Grade Verification" the report.
 - 2) when your teachers have finished checking the report and you have fixed all invalid and incorrect grades, email your data clerk so that she will know to proceed.
 - 3) once again create final grades.
 - 4) run the Credit Mismatch report for you. This will show passed courses with zero credit and failed course with > 0 credit and passed course where the attempted credit does not equal the earned credit.
 - 5) assign credits, and run your gpa and rank for your seniors.
 - 6) email you if there are problems found in the log files that need input from the school.
- When all of the errors are corrected, the data clerk will do the honor roll calculations, move attendance to the report cards, and generate report cards for your seniors.

Important reminder: Changing grades on the Mark Reporting Screen is good. However, it's not until you re-generate the report card that the information shows up correctly on all Cognos reports. If the grade is a final grade, make sure you rebuild the Transcript Data Warehouse and all of your calculations.

Here are the EOY senior reports that you might find useful:

[Public Folders > 1 - CPSS eSchoolPLUS Reports > End Of Year > Seniors](#)

<input type="checkbox"/>	Name
<input type="checkbox"/>	 12th Grade Students not Graduating
<input type="checkbox"/>	 Academic Endorsements
<input type="checkbox"/>	 CTE Endorsements
<input type="checkbox"/>	 GPA and Rank and ReCalc
<input type="checkbox"/>	 Graduation List
<input type="checkbox"/>	 Option III or CA Completers
<input type="checkbox"/>	 Rank Record by Year with Building
<input type="checkbox"/>	 Senior Checkup