



End of Year (EOY)

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End of Year (EOY)

The End of Year process is used to close out the *current* school year and transfer all students to the grade level and school that each will be attending during the upcoming school year.



What does EOY do?

Validates that students have Next School set for the current year prior to running this function. **Note:** If students do not have these values set, use the Set Next School Group Function to enter the values.

Validates that a school year term for the next school year has been set up in all schools.

Promotes, retains, or demotes students according to each students Next Grade Level.

Transfers students from one school to another (in multi-school environments) according to each student's Next School Indicator.

Graduates students from LEA if Next Grade Level is set to 99 and their Next School is set to 999999 (Graduating Students School).

Sets each student's Exit Date according to the last day of the school year for that school.

Sets the Next Grade for the new enrollment to the next highest grade level.

Sets the Next School for the new enrollment to the current school for all students not in the highest grade at the school.

Carries forward lunch balances while clearing out all financial lunch activity records.

Removes all records of parental access to student records via Internet and telephone.

Copies Courses records to CoursesByYear Archive from the upcoming year.

Copies current year Standards to next year if none already exist.



How does it do it?

2016 -2017



2017 - 2018

Edit Term

Field	Value
Name of Term	<input type="text" value="2016-2017"/>
Abbreviation	<input type="text" value="16-17"/> (example: Q1) <small>Note: This abbreviation must start with a letter. Do not use a number by itself.</small>
First Day of Term	<input type="text" value="08/29/2016"/>
Last Day of Term	<input type="text" value="06/09/2017"/>
What portion of the school year does this term represent?	<input type="text" value="Full year"/>
Import File Term #	<input type="text" value="2600"/>

EOY moves from the current year to the next year based on the dates setup in Years and Terms.

LEA Level – LEA Staff/Coordinators must ensure that the Years and Terms are correctly setup at the LEA level and for each school within the LEA. Failure to do so will stop the EOY process.



EOY Student Processing

Students are processed during EOY based on the information found on the student's Scheduling setup page, as well as the dates used when the Years and Terms were set up.

Start page > select student > Scheduling Setup

Scheduling Setup

Required Settings	
Next Year Grade	<input type="text" value="6"/>
Priority	<input type="text" value="10"/>
Schedule This Student	<input checked="" type="checkbox"/>
Year of Graduation	<input type="text" value="2024"/>
Summer School Indicator	<input type="text" value="None"/>
Note for Summer School Admin	<input type="text" value=""/> 80 characters left
Next School Indicator	<input type="text"/>
Optional Settings	
Next Year Campus/Building	<input type="text"/> Associate
Next Year House	<input type="text"/> Associate
Next Year Team	<input type="text"/>

LEAs/Schools must review this information to ensure that each student has the correct information entered prior to EOY. Failure to do so can result in the student(s) being moved to the wrong grade level or school.



Pre-EOY Tasks

Pre-EOY Tasks identify both required and recommended best practices to prepare for the EOY process:

Complete and approve state compliance reporting (NC Required)

Complete CTE Activities (NC Required)

Print Reports (Recommended)

Create Years and Terms (NC Required)



Complete and Approve State Compliance Reporting (NC Required)

All state compliance reporting must be completed prior to running the EOY process. For example:

Month 9 PMR

GDVR

ALP

Discipline



Complete CTE Activities (NC Required)

CTE Concentrator Feedback Survey - The CTE Administrator can provide information about what is required for each of these tasks.



Print Reports (recommended)

Print PowerSchool 'canned' reports that cannot produce student data from prior years

Any object reports created by the LEA

Report Cards

DPI Transcripts

Export State Reports



Create Years and Terms (required)

When running the End of Year Process, PowerSchool uses the start and end dates of the upcoming school year to determine a student's new entry and exit date.

Years and Terms must be created for every school. This includes program schools such as Migrant, CECAS, Homeless, LEP and the DPI FTE School.

This task can be performed by LEA or school level staff with the appropriate rights in PowerSchool.



Creating Years and Terms for the Upcoming Year

Name of School Year	<input type="text"/>
Abbreviation	<input type="text"/>
First Day of School	<input type="text" value="MM/DD/YYYY"/> 
Last Day of School	<input type="text" value="MM/DD/YYYY"/> 

Click New to create a new school year at the selected school.

Type the name of the new school year, 2017-2018.

Type an abbreviation, such as 17-18.

Add the date of the first day of your school year.

Add the date of the last day of your school year.

Click Submit to finish creating the new school year.



EOY and the Scheduling Setup Page

The EOY Process uses fields that can be found on the student's scheduling setup page to determine what grade level and which school the student will be assigned to in the upcoming school year.

Fields on the Scheduling Setup Page:

Next Year Grade ***

Priority

Schedule this Student

Year of Graduation

Summer School Indicator

Next School Indicator ***

Optional Settings:

Next Year Campus Building

Next Year House

Next Year Team

*** Required for EOY



Assign Next School and Next Years Grade Values (required)

EOY uses the next school indicator to determine which school each student will attend in the upcoming school year. The Next School Indicator can be set individually on the Scheduling Setup student screen, or by updating the Next_School field using the Student Field Value group function.

EOY uses the value in the Next Year Grade field to determine which grade level a student will be enrolled in for the upcoming school year. This can be done individually on the Scheduling Setup student screen, or in groups by updating the Sched_NextYearGrade field using the Student Field Value group function.



Assigning large groups of students using Student Field Value Next_school and Sched_NextYearGrade

Start Page > Special Functions > Group Functions > Student Field Value

Student Field Value

802 Students are selected

Option	Value
Field To Change (Fields)	<input type="text"/>
New Field Value	<input type="text"/>
	<input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.



Next School Setup

If the student's next school exists within the LEA, but the school is not listed on the Next School Indicator drop down on the Scheduling Setup page:

At the school level: school > school setup > next school > new

Edit 'Next School' Record

Option	Value
School Name	<input type="text"/>
School abbrev.	<input type="text"/>
School number (Important)	<input type="text"/>
Sort order for display	1 ▾



Default Next School

Navigation: Start Page > LEA Setup > Schools/School Info

Default Next School (a school number where students who graduate from this school will be sent. Leave as 0 for none.)

This value will be referenced on the EOY process page as indicated below:

School	School Number	(1) High Grade for each School	(2) Default Next School for Students in High Grade
1. Brawley Middle	490308	8	490335
2. Career Academy and Technical School	490310	12	0
3. Celeste Henkel Elementary	490312	5	490384
4. Central Elementary	490316	5	490349
5. Cloverleaf Elementary	490319	5	490327



Setting the Next School Indicator

Where does the student go next?

Current School is:	Is Next Grade Level Available in this school?	Next School is:
Elementary School	Yes - next grade level is available in this school	Same School
Elementary School	No - this is an ES, next grade is in MS	Middle School
Middle School	Yes - next grade level is available in this school	Same School
Middle School	No - this is a MS, next grade is in HS	High School
High School	Yes - next grade level is available in this school	Same School
High School	No - this student is graduating	Graduated Students School



Highest Grade and DPI FTE School for Charters

If the student is in the school's highest grade level, moving to next school in a different LEA:

Current School is:	Is Next Grade Level Available in this school?	Next School is:
Elementary School	Yes - next grade level is available in this school	Same School
Elementary School	No - student has completed highest grade at current school	DPI FTE School
Middle School	Yes - next grade level is available in this school	Same School
Middle School	No - student has completed highest grade at current school	DPI FTE School
High School	Yes - next grade level is available in this school	Same School
High School	No - student has completed highest grade at current school	DPI FTE School
High School	No - this student is graduating	Graduated Students School



Summer Transfers

Reminder!

Students that are known to be transferring out of the LEA after the last day of school must still be processed through EOY.

This means EOY will move the student to the next grade level and next school based on the information set on their Scheduling Setup page.

After EOY, the student can be transferred out using the summer withdraw date. Once the student has been transferred out, please ensure that both the entry and the exit date are the same for the current enrollment line of the Transfer Info page.



Graduating Students

To be properly promoted during the EOY process, graduating students must have:

- Exit code - W6 (W6 High school Graduate)
- Next Grade - 99
- Next School - 999999 (Graduated Students)

**North Carolina requires students to be promoted, retained or graduated using the EOY process. If they are active on the last day of the school year, EOY promotes the student to their next grade and next school. If the student is not active at the time EOY is ran, the grade level for the student will not be updated.



Mid-Year Graduates

Students completing graduation requirements prior to the end of the school year and not continuing classes in second semester should be processed in PowerSchool as Early/Mid Year Graduates.

Records need to be updated and the student transferred out of the school per the early/mid-year graduate process.

(http://www.nc-sis.org/Documents/student_info/PS_QRD_Early_Graduates.pdf)

As part of the EOY process, DPI/PS will run scripts to move the mid-year graduates back to an active status. These students will then go through EOY and be processed as graduated students with the traditional graduates. Other scripts will run to ensure they retain the mid-year graduation exit code of W4 post-EOY.



Program Schools

Each Program School will have needs specific to their student population. Please review the EOY guide for annual updates.

CECAS Program School

LEP Program School

Migrant Program School

Homeless Program School



Program Schools

N1 Entry Code:

All students who are active in school numbers below 300 after EOY will have their Entry Code updated by DPI to N1 (N1 Entry into Program School). The Admission Status code N1 was created to ensure the PMR is not negatively impacted when the student record is transferred to a traditional school, i.e. initial Entry Code = E1.



Configure Default Grade Level for FTEs (required)

Navigation: Start > School Setup > Full-Time Equivalencies (FTE).

New FTE Code

Name	<input type="text"/>
Default Attendance Mode	Meeting ▾
Default Attendance Conversion	Time to Day ▾
Description	<input type="text"/>
Default for these grades	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13

Enter Name

Select Attendance Mode

Default Attendance Conversion

Select default grade levels for the FTE



Other Pre-EOY Tasks

LEAs will need to complete the required items below. Optional items may be completed at the discretion of the LEA.

Clear Activities (optional/recommended)

Configure Fees (optional/recommended)

Complete Scheduling (required)

Print Meal Transactions and PowerLunch Reports (optional/recommended)

Export Historical Grades (optional)

Validate School Enrollments (recommended)



Validate Section Enrollments (recommended)



Other Pre-EOY Tasks

Clear Activities

Start Page > System Administrator > Clear Activities.

Clear Activities

Activity Name
<input type="checkbox"/> Tennis Women
<input type="checkbox"/> Basketball Varsity Men
<input type="checkbox"/> Student Council
<input type="checkbox"/> Baseball JV
<input type="checkbox"/> Swim Team Men
<input type="checkbox"/> Softball JV
<input type="checkbox"/> Soccer JV Women
<input type="checkbox"/> Soccer Varsity Women



Other Pre-EOY Tasks

Configure Fees:

Fee Categories are configured at the LEA level.

- LEA Setup > Fee Categories

Fee Types are set at the school level.

- School Setup > Fee Types > New Fee Type

New Fee Type

Label	Value
Fee Type	<input type="text"/> (Limit 50 characters)
Fee Category	<input type="text"/>
Fee Type Description	<input type="text"/>



Other Pre-EOY Tasks

School Enrollment Audit:

A school enrollment record may be considered invalid under the following circumstances:

- One school enrollment overlaps another school enrollment by more than one day. For example, a student cannot have one school enrollment that ends on March 15 when the next school enrollment begins on March 1.
- The entry date and exit date of a school enrollment fall in different school years
- *The entry date is after the exit date
- *The entry date does not fall within a valid school year.
- *The exit date is more than one day after the end of a school year. For example, if the school year ends on June 1, a student may have an exit date of June 2, but not June 3.



Other Pre-EOY Tasks

Section Enrollment Audit:

A section enrollment record (CC) may be considered invalid under the following circumstances.

- The student is enrolled in school without any classes
- The student is enrolled in courses outside of their school enrollment dates
- The entry date is after the exit date
- The enrollment record overlaps another enrollment record



EOY and PowerScheduler

If you use PowerScheduler to create your school schedule, commit the schedule to the live side once you have completed the build and/or load process and are satisfied with the schedule.

Please remember that when using PowerScheduler the Commit Process **MUST** be performed **BEFORE** EOY but **AFTER** the last school day of school and all final grades have been stored.



EOY and PowerScheduler

If sync errors are noted when attempting to commit your schedule, please use the Pre-Commit Validation Plug-in.

- Plug-in approved by DPI. Available on PowerSource - <https://support.powerschool.com/exchange/view.action?download.id=682&fromSearchResults=true>

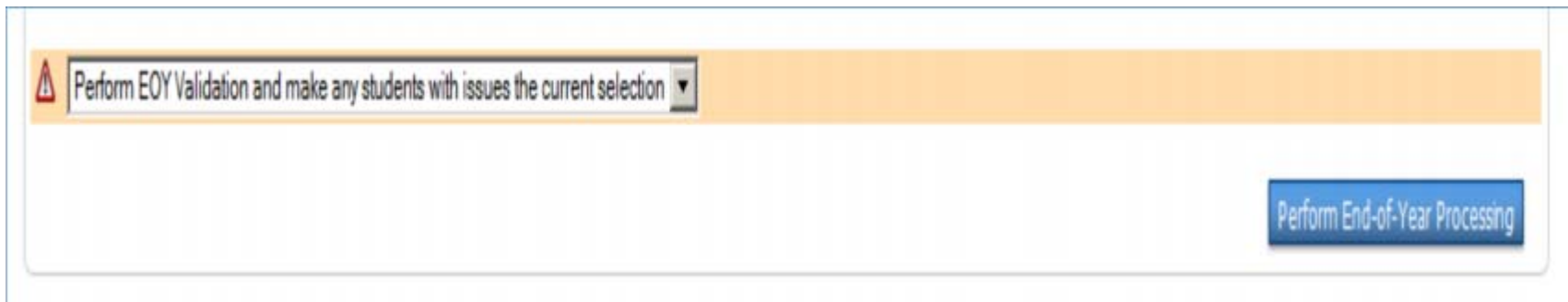
Plug-in will find the following errors:

- Invalid ScheduleSections.Course_number - Course Number CaSe difference
- Invalid ScheduleSections.Course_number - Course Number doesn't exist or is null
- Invalid ScheduleSections.Teacher - Teacher Invalid
- Duplicate ScheduleSections Course/Section Numbers
- Duplicate ScheduleCC Student/Course/Section Numbers
- ScheduleCC records where student doesn't exist in Students
- ScheduleCC records where ScheduleSections.ID doesn't exist
- Invalid ScheduleCC.TermlId



Running Pre-EOY Validation Process

Navigation: Start Page > System Administrator > End-of-Year Process - (a.k.a. Promote Students) (Run on LEA Level)



The screenshot shows a web interface for the End-of-Year Process. At the top, there is a yellow warning banner with a red triangle icon and the text "Perform EOY Validation and make any students with issues the current selection". Below this banner is a large, empty white rectangular area. In the bottom right corner of this area, there is a blue button with the text "Perform End-of-Year Processing".

When initiating the End of Year process, PowerSchool may return a series of validation errors if a student or school has invalid data for the upcoming school year.

The End of Year process will not run unless all validation errors have been corrected.



Data Validation

The PowerSchool product focuses on a few key data elements for the EOY validation process:

Next school not set up for next year

Next school does not exist in LEA

Years and Terms not set up

Next Grade not set up for all active students

Appropriate grade levels for next school based on student's current year grade

Appropriate coding of Graduating students (Next Grade and Next School)



Common EOY Validation Errors

Error:

End-of-Year Process not completed. The following errors occurred:
Smith, John: Next_School is blank

Cause:

The student named in this error message is not assigned a Next School Indicator.

Resolution:

Assign the student a Next School Indicator on the Scheduling Setup student screen.



Common EOY Validation Errors

Error:

Next School is "High School" and next grade is 0, not 9 - 12

Cause:

The student is assigned a Next Year Grade Level that is not taught at the student's Next School.

Resolution:

If the student is already assigned to the correct Next School, correct the student's Next Year Grade on the Scheduling Setup student screen. If the student is assigned to a correct Next Year Grade, you may need to correct the student's Next School on the Scheduling Setup student screen.



Common EOY Validation Errors

Error:

Next_School (123456) is not a valid school in this district.
Next School is "High School" and next grade is 12, not 0 – 0

Cause:

The student was assigned a Next School Indicator for a school number that doesn't exist in the District.
The school name listed in the last line of this error message is the student's current school.

Resolution:

This is often caused by an improperly configured Next School Indicator at the student's current school.
First, verify that the Next School Indicators at the student's current school are all configured with a valid school number.

1. Select the student's current school.
2. Navigate to Start Page > School Setup > Next School.
3. Review the numbers listed under the School Number column.
4. If any school numbers do not exist on your server, correct or remove the erroneous Next School Indicator.

Once the Next School Indicators have been corrected at the student's current school, select the student and assign that student a valid Next School Indicator on the Scheduling Setup student screen.



Common EOY Validation Errors

Error:

Smith, John: Grade Level is 99 and Next School Indicator is not "Graduated Students"

Cause:

A grade level of 99 is reserved for students in the Graduated Students school. If a student is assigned a Next Year Grade of 99 but is not assigned a Next School Indicator for the Graduated Students School (999999), the student will not be able to graduate.

Resolution:

If the student is supposed to graduate, set the student's Next School Indicator to the Graduated Students school on the Scheduling Setup student screen. If the student is not supposed to graduate, then correct the student's Next Year Grade on the Scheduling Setup student screen.



Common EOY Validation Errors

Error:

School 1 is not setup for next year.

Cause:

A school is setup for next year only after the year term has been created at Start Page > School Setup > Years and Terms. For instance, if a district is running the End of Year process to close out the 16-17 school year and a school does not have the 17-18 term setup at Start Page > School Setup > Years and Terms, the End of Year process will not proceed and this error message will appear. PowerSchool uses the term dates for the upcoming school year to determine the entry dates and exit dates for each student's upcoming school enrollment.

Resolution:

Select the school that is not setup for next year and create the year term at Start Page > School Setup > Years and Terms.

If the district does not plan to use the school in question in the upcoming year, make sure no students are assigned to this school for next year (Next School Indicator).



Common EOY Validation Errors

Error:

School 999999 is not setup for next year.

Cause:

This error message may appear when other schools are improperly setup for next year.

Resolution:

Create Year and Terms for the next school year in the Graduated Students School.



Common EOY Validation Errors

Error:

You did not check the confirm checkbox. End-of-Year Process will not continue.

Cause:

When running the End of Year process, if the "Check here to confirm that you really want to do this" box was not checked, then the End of Year process will not run. This error message is normal when running the End of Year validation process.

Resolution:

It is only necessary to check the "Check here to confirm that you really want to do this" box if you are ready to run the End of Year process.



Running the EOY Process

Execute EOY Start Page > System Administrator > End-of-Year Process - (a.k.a. Promote Students)

End-of-Year Process - (a.k.a. Promote Students)

Warning: This function processes all "Active" or "Pre-Registered" students in all schools. It does not process Graduated or Transferred students.

This function:

1. Validates that students have Next School set for the current year prior to running this function. **Note:** If students do not have these values set, use the Set Next School Group Function to enter the values.
2. Validates that a school year term for the next school year has been set up in all schools.
3. Promotes, retains, or demotes students according to each student's Next Grade Level.
4. Transfers students from one school to another (in multi-school environments) according to each student's Next School Indicator.
5. Graduates students from LEA if Next Grade Level is set to 99 and their Next School is set to 999999 (Graduating Students School).
6. Sets each student's Exit Date according to the last day of the school year for that school.
7. Sets the Next Grade for the new enrollment to the next highest grade level.
8. Sets the Next School for the new enrollment to the current school for all students not in the highest grade at the school.
9. Sets the Next School for the new enrollment to the school's default graduating school if student is enrolled in the school's Highest Grade.
10. Carries forward lunch balances while clearing out all financial lunch activity records.
11. Removes all records of parental access to student records via Internet and telephone.
12. Copies Courses records to CoursesByYear Archive from the upcoming year.
13. Copies current year Standards to next year if none already exist.

Before using this function:

1. Set up your next school year using valid dates for each school.
2. Make sure the next year has been created at the District Office.
3. Verify that students graduating from the LEA have their Next Grade Level set to 99 and their Next School set to 999999 (Graduating Students School).
4. Shut your PowerSchool server down and make an export of your database. Then, store this backup in a safe place so it can be accessed if needed in coming years.
5. If you want a separate, ASCII-export archive copy of your lunch transactions and/or historical grades, go to [Export Data Archives](#) (recommended).
6. Run "Perform EOY Validation" process to make sure no validation errors occur.
7. Be sure that the server is able to run uninterrupted (without being shut down) while this process runs through to completion (progress will be displayed on the screen and



Running the EOY Process

School, Number, High Grade for each School, Default Next School for Students in High Grade


School	Number	High Grade	Default Next School
Durham Elementary	320308	5	320339
J D Clement Early College HS	320309	12	999999
Eastway Elementary	320310	5	320343
C E Jordan High	320312	12	999999
Easley Elementary	320313	5	320316
The School for Creative Studies	320314	10	320356
Eno Valley Elementary	320315	5	320316
George L Carrington Middle	320316	8	320356
City of Medicine Academy	320317	12	999999
Club Boulevard Elementary	320318	5	320306
Creekside Elementary	320319	5	320366
Glenn Elementary	320320	5	320343
Durham's Performance Learning Center	320322	12	999999
Durham School of the Arts	320323	12	999999
Hilandale Elementary	320324	5	320306



Running the EOY Process

Type of student	Exit Code for Current Enrollment	Entry Code for New Enrollment	Exit Comment	Replace Existing Values?
Graduating	W6 (W6 High school graduate) ▼	N/A	Graduated	<input type="checkbox"/>
Promoted to next school	PRN () ▼	E1 (E1 Init enroll - this year) ▼	Promoted Next School	<input type="checkbox"/>
Promoted within same school	PR (PR Promoted) ▼	E1 (E1 Init enroll - this year) ▼	Promote Same School	<input type="checkbox"/>
Retained	RACD () ▼	E1 (E1 Init enroll - this year) ▼	Retained	<input type="checkbox"/>
Demoted	DEM () ▼	E1 (E1 Init enroll - this year) ▼	Demoted	<input type="checkbox"/>

Fees: Transfer Method Roll over the current balance Zero the current balance

 Perform EOY Validation ▼

[Perform End-of-Year Processing](#)



Promotion / Retention / Graduation

Use the **exit** codes below when running EOY:

W6 (W6 High school Graduate)

PRN (Promoted New School)

PR (PR Promoted)

RACD (Retention-Local Stds-Acad) *default code for retentions

DEM (Demotion) *special circumstances – example: student's grade changes from one numeric grade to a lower grade Other retention codes:

RADM (Retention-Admin decision)



RATN (Retention-Local Stds-Atten)

RSTA (Retention-State Standards)



Start EOY Process

Fees: Transfer Method Roll over the current balance Zero the current balance

 Perform EOY and Promote Students 

[Perform End-of-Year Processing](#)



EOY Processing

Beginning End-of-Year Process ...
Processing 7790 students
Validating student's promotion readiness...
Validation complete.
Promoting students and enrolling new students
Processing students... 1 through 999 of 7790
Processing students... 1000 through 1999 of 7790
Processing students... 2000 through 2999 of 7790
Processing students... 3000 through 3999 of 7790
Processing students... 4000 through 4999 of 7790
Processing students... 5000 through 5999 of 7790
Processing students... 6000 through 6999 of 7790
Processing students... 7000 through 7999 of 7790
Promotion and enrollment complete.
Moving lunch balances students...
Moving lunch balances teachers...
Deleting batch records... 0 records
Deleting GL Detail records...
Deleting parental access records... 253,441 records
Deleting login records... 24 records
Deleting bulletin log records... 0 records
Deleting DB Log records... 6,237 records
Seeding CoursesByYear archive for the upcoming year...
Finished seeding CoursesByYear archive for the upcoming year.
Copying Standards to new year.
Finished copying 0 Standards to new year.
Syncing Standards.
Finished syncing Standards.
End-of-Year Process Complete



If PowerSchool times out while running EOY

[Server Log Start Page](#) > [System](#) > [System Logs](#) > [System Log](#) > [View Current System Log File](#)

System Log:

<2016-07-01 10:23:55,419> WARN [Web Handler 464] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Beginning End-of-Year Process ...
<2016-07-01 10:23:55,831> WARN [Web Handler 464] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Processing 6520 students
<2016-07-01 10:23:55,832> WARN [Web Handler 464] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Validating student's promotion readiness...
<2016-07-01 10:23:55,904> WARN [Web Handler 464] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Validation complete.
<2016-07-01 10:23:55,910> WARN [Web Handler 464] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year You did not select "Perform EOY and Promote Students". End-of-Year Process will not continue.
<2016-07-01 10:23:55,912> WARN [Web Handler 464] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year End-of-Year Process Complete
<2016-07-01 10:26:46,271> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Beginning End-of-Year Process ...
<2016-07-01 10:26:46,619> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Processing 6520 students
<2016-07-01 10:26:46,620> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Validating student's promotion readiness...
<2016-07-01 10:26:46,656> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Validation complete.
<2016-07-01 10:26:46,729> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Promoting students and enrolling new students
<2016-07-01 10:26:46,745> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Processing students... 1 through 999 of 6520
<2016-07-01 10:27:58,683> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Processing students... 1000 through 1999 of 6520
<2016-07-01 10:28:55,945> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Processing students... 2000 through 2999 of 6520
<2016-07-01 10:29:52,820> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Processing students... 3000 through 3999 of 6520
<2016-07-01 10:30:48,562> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Processing students... 4000 through 4999 of 6520
<2016-07-01 10:31:43,348> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Processing students... 5000 through 5999 of 6520
<2016-07-01 10:32:38,673> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Processing students... 6000 through 6999 of 6520
<2016-07-01 10:33:07,822> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Promotion and enrollment complete.
<2016-07-01 10:33:08,216> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Moving lunch balances students...
<2016-07-01 10:33:12,257> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Moving lunch balances teachers...
<2016-07-01 10:33:14,271> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Deleting batch records... 0 records
<2016-07-01 10:33:16,287> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Deleting GL Detail records...
<2016-07-01 10:33:18,495> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Deleting parental access records... 371,289 records
<2016-07-01 10:33:43,855> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Deleting login records... 9 records
<2016-07-01 10:33:45,881> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Deleting bulletin log records... 2 records
<2016-07-01 10:33:47,939> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Deleting DB Log records... 7,434 records
<2016-07-01 10:33:50,507> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Seeding CoursesByYear archive for the upcoming year...
<2016-07-01 10:33:57,434> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Finished seeding CoursesByYear archive for the upcoming year.
<2016-07-01 10:33:57,435> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Copying Standards to new year.
<2016-07-01 10:33:57,678> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Finished copying 0 Standards to new year.
<2016-07-01 10:33:57,679> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Syncing Standards.
<2016-07-01 10:33:57,802> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year Finished syncing Standards.
<2016-07-01 10:33:57,812> WARN [Web Handler 493] : (User: Admin-5611 Cooper, Sheldon) End-Of-Year End-of-Year Process Complete



System Log Settings Needed for EOY

System Log

LEA level > start page > system > system logs > system log

[View current system log file](#)

System Log Configuration

Detail Level

- Minimum - Log critical errors and important information
- Normal - Also log errors and useful information
- Thorough - Also log warnings process status
- Debug - Log everything

NOTE: System Log files can grow quite large and setting a lower detail level may reduce system performance. You will usually not need to change these settings unless directed to do so by PowerSchool Technical Support. Changes take effect the next time the PowerSchool server is restarted.

In order to capture the EOY progress/completion data from the system log, the system log configuration must be set to “Normal” or “Thorough”. Once the setting has been changed, the system will need a restart in order to reflect the change. To ensure the ability to log the EOY completion data as needed, please set your system log configuration prior to the May maintenance weekend.



Post-EOY Validation – Prefs Table

The Prefs table can be used to determine status of EOY.

Direct Database Export (DDE)

Current Table: Prefs (9)

Current Records in Selection: 3

List View Table View Export Records Match Selection Table View Setup

Search Prefs

Name	contains	LastProm
	=	

Search only in records belonging to LEA Office

Search the Prefs table for:

Field to Search:

Qualifier:

Value:

Name

Contains

LastProm



Post-EOY Validation – Prefs Table

LEA level > system setup > Direct Database Export (DDE) > Prefs [9] table

List Records: Prefs

A	Name	Value
1	lastpromotiondate	7/1/2016
2	lastpromotionenable	1
3	lastpromotiontime	10:07:58

lastpromotiondate = the last date that EOY was ran

lastpromotiontime = time that the EOY process ran



Validating Data After EOY

After the EOY process has completed, check the following:

- Verify Years and Terms 2017-2018
- Verify Staff
- Verify marks have been written to a student's historical marks for 2016-2017
- Verify student has an exit comment, promotions, retention or graduation for 2016-2017
- Verify student has an enrollment line for 2017-2018
- Verify student has a schedule for 2017-2018
- Verify Reports are available, ReportWorks, NCDPI Reports, sqlReports4, Dashboard tab



Post EOY Tasks - Data Validation

Start and end date at each school	Number of periods and abbreviations at each school
Cycle days and cycle day abbreviations at each school	Attendance codes (copied to next year by PS)
Attendance code categories	Attendance conversions
Full time equivalencies (FTE)	Attendance preferences
Bell schedules	School calendar
Reporting segments	Final grade setup
Current grade display	GPA student screens
GPA calculations	Honor roll methods
Final grade entry options	Activities
Class rank	Add PMR intervals



DPI Post-EOY Validation Sheet

Appendix A: Post EOY Validation Check List

Use the following checklist to verify data is available and accurate. Choose an elementary, middle and high school within the district. Document the LEA/School number and Name in the table below.

DANGER! Before beginning data validation, verify you are in the 2017-2018 Term. As you navigate around during data validation, check the Term often.

LEA _____	Elementary	Middle	High School	Charter
Verify Years and Terms Start Page > School Setup > Years & Terms				
Verify Staff Start Page > Staff > Staff Directory				
Verify marks have been written to a student's (pick a student) historical marks for previous school year Start Page > Student Selection > Historical Grades				
Verify a student (pick a student) has an exit comment, i.e. promotion/retention/graduation for the previous school year Start Page > Student Selection > Transfer Info				
Verify a student (pick a student) has a new enrollment line, including an entry comment promotion/retention/graduation for the current school year Start Page > Student Selection > Transfer Info				

Verify students have a schedule for the current school year (if PowerSchool Scheduler was used prior to EOY)
Start Page > Student Selection > List View

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Verify Reports are available:
- ReportWorks
- NCDPI Reports
- sqlReports 4
- Dashboard tab
**Some data may not be available to run reports until the school year starts.

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EOY will also complete the following:

Delete All Records ->[PhoneLog]

Delete All Records ->[Logins]

Delete All Records ->[Bulletin Items]

Delete All Records ->[DBLog]



EOY Contact Information

In previous years, DPI asked LEAs to fill out a contact form to provide us with the following information for EOY:

2015 EOY Contact Update Form	
Who is Running EOY?	DPI
LEA Name	
PS LEA No	
Region	
Admin URL	
Last Day of School	
Primary Contact Name	
Primary Contact Login	
Primary Contact Email Address	
Primary Contact Cell #	
Primary Contact Home #	
Primary Contact Title	



New EOY Contact Information Page

Coming soon!

Starting this year, all information previously requested for EOY contacts will be entered into PowerSchool via the EOY Contact page by a specified date prior to EOY.

LEAs will be required to enter all applicable information on the EOY Contact page for both the Primary EOY contact and the back-up or Secondary EOY Contact.

The new page will also ask the LEA to choose who will run the EOY process, the LEA or DPI.

Information entered on this page will be retained in the system and require an update the following year.



Who will run EOY? DPI or LEA?

If the LEA elects for DPI to run EOY:

- The LEA is still responsible for clearing all EOY Validation errors by 5 p.m. EST on 6/30/2017. DPI will perform one last check for errors before running the EOY process. If errors are found with inappropriate grade levels or next school values, DPI will set the grade level and move the students to the DPI FTE School. The LEA will be responsible for correcting these issues post-EOY.
- The Primary and Secondary EOY contacts MUST be available for the entire 24 hour period in which DPI will run the EOY process for your LEA. Even though DPI was selected to run the process, it will be the responsibility of the LEA to validate their data post-EOY that day and notify DPI immediately if any issues are noted.



Who will run EOY? DPI or LEA?

If the LEA has elected to run the EOY process:

- All pre-EOY activities **MUST** be completed by 5 p.m. on 6/30/2017. At that time, the maintenance window will go up and the system will be unavailable until the next morning.
- DPI will notify the LEAs when PowerSchool has completed their pre-EOY activities. At that time, the LEAs may begin running the EOY process.
- Once given the green light to run the process, LEAs **MUST** starting the process immediately. DPI staff will be monitoring the progress of those LEAs that have elected to run EOY for their instance. If while monitoring, it is noted that the LEA has not ran the EOY process by a specified time, DPI will run it for you.



EOY 2017

6/30/2017 – All LEA pre-EOY activities must be completed by 5 p.m.

6/30/2017 – Maintenance window goes up at 5 p.m. LEAs will not have access to PowerSchool.

6/30/2017 – PowerSchool Team begins their pre-EOY activities at 5 p.m. This includes processes that will run overnight

7/1/2017 – PowerSchool Team completes their pre-EOY activities. Notifies DPI to start running EOY.

7/1/2017 – (time tbd) DPI Notifies LEAs of the start time for running EOY. If LEA is running EOY, they must start the process immediately.

7/1/2017 – (time tbd) EOY noted as completed by DPI Team. Hand off to PowerSchool Team.

7/1/2017 – (time tbd) PowerSchool team completes all post-EOY activities. This can take several days.

Once all post-EOY activities are completed, DPI will notify the LEAs. Coordinators will have access to their instance before their staff/users to verify completion and notify DPI of any issues.



EOY and EDDIE

EDDIE (Educational Directory and Demographical Information Exchange)

The EDDIE feed to PowerSchool will be shut down prior to EOY. At this time, DPI has not determined when the EDDIE feed will be turned off. Specific dates and information will be sent to the LEAs as soon as it is determined what those dates will be for the 2016-2017 year.

Once the EDDIE feed is turned off, be mindful of the fact that the link from EDDIE to PowerSchool will not exist until EDDIE is turned on again after the completion of the EOY process. Until that time, change made in EDDIE must also be made in PowerSchool to ensure the maintenance of accurate data.



Adding New Schools or Grade Levels

Adding a new school:

If an LEA wants to add a new school, they must complete the new school application in EDDIE. Once approved, the school will be added to the list of schools for that LEA in EDDIE. A school cannot be added to PowerSchool until the application in EDDIE has been approved.

Once approved, the LEA should submit a ticket to the Technology Support Center through the Remedy on Demand system with a request for DPI to add the school. Please use the Summary of “New School 2017-2018” in the ticket. This action must be completed during specific times of the day outside of the normal school day to avoid system issues with PowerSchool functionality.



Adding New Schools or Grade Levels

Adding a new grade level:

A new grade level must first be added in EDDIE by the LEA's EDDIE Admin. Once that is completed, the LEA should submit a ticket to the Technology Support Center via the Remedy on Demand with a request for the grade level to be added to the school. Please use the Summary of "New Grade Level for 2017-2018" in the ticket.

DPI will add the grade level and notify the LEA once the grade level has been added. This action must be completed during specific times of the day outside of the normal school day to avoid system issues with PowerSchool functionality.



Questions?

For more information to go www.nc-sis.org/eoy.html

http://www.ncsis.org/Documents/end_of_year/PS_EOY_Guide_2015_vs1_FINAL_5182015.pdf

[http://www.nc-sis.org/Documents/end_of_year/Common%20End%20of%20Year%20\(EOY\)%20Validation%20Errors_9500.pdf](http://www.nc-sis.org/Documents/end_of_year/Common%20End%20of%20Year%20(EOY)%20Validation%20Errors_9500.pdf)

http://www.nc-sis.org/Documents/end_of_year/20140508_EOY_5683_Pre_reg_students.pdf

http://www.nc-sis.org/Documents/end_of_year/EOY_Preparation.pdf

[http://www.nc-sis.org/Documents/end_of_year/Post%20End%20of%20Year%20\(EOY\)%20Activities_9501.pdf](http://www.nc-sis.org/Documents/end_of_year/Post%20End%20of%20Year%20(EOY)%20Activities_9501.pdf)



Thank you!

