

Smoky Hill PowerSchool Users Group End of Year Process Documentation

End of Year Process and What does it actually do?

The End of Year process performs the following:

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 district 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.

In addition to promoting the students here are the tables touched during EOY:

Delete All Records ->[Batches]

Delete All Records ->[GLDetail]

Delete All Records ->[PhoneLog]

Delete All Records ->[Logins]

Delete All Records ->[BulletinItems]

Delete All Records ->[DBLog]

End-of-Year Frequently Asked Questions (FAQ)

This article addresses frequently asked questions regarding the PowerSchool End-of-Year Process.

Q:

Our district is going to have Summer school this year. Should I run the End-of-Year process before starting Summer school or after completing Summer school?

A:

PowerSchool recommends that the End-of-Year process be executed after completing Summer school. When Summer school is complete, it is common practice to transfer the Summer school students back to their primary school before running the End-of-Year process to promote students.

Q:

Our district is using PowerScheduler to build the master schedule for the upcoming school year. Should I commit my schedule before or after running the End-of-Year Process?

A:

If using PowerScheduler to create your master schedule for the upcoming school year, PowerSchool recommends that you commit your schedule from PowerScheduler to the live side before running the End-of-Year Process. The End-of-Year process modifies each student's Next School Indicator and Next Year Grade. If PowerScheduler is used after running the End-of-Year process, it is likely that students will be scheduled for the wrong school or grade level.

Q:

Does PowerSchool allow users to report on attendance data from prior school years after running the End-of-Year process?

A:

Yes. Many attendance reports can be used to extract attendance data from previous school years. Please note, however, that some PowerSchool reports are only designed to report on attendance data from the current school year. Before running the End-of-Year Process to close out a school year, PowerSchool recommends printing and archiving various user-defined reports, state reports, and global reports. It is also good practice to make a backup of your PowerSchool data before running End-of-Year. This backup may be used on a test server to run reports for the previous school year.

Q:

How does the End-of-Year process determine what grade level and school to assign each student?

A:

PowerSchool uses the value in Sched_NextYearGrade to determine the grade level that a student will attend in the upcoming school year. PowerSchool uses the value in Next_School to determine the school that a student will attend in the upcoming school year. These values may be set on the Scheduling Setup student screen.

Q:

Is any data deleted from the PowerSchool database when running the End-of-Year process?

A:

Yes. PowerSchool clears data from several tables when running the End-of-Year Process. The following tables are cleared when running the End-of-Year Process.

- Batches - The Batches table records batch numbers for PowerLunch serving sessions.
 - GLDetail - Meal transactions are stored in the GLDetail table. Once the End-of-Year process is used to close out a school year, PowerLunch reports will be unable to report on meal counts and eligibility counts for the recently closed school year.
 - PhoneLog - The PhoneLog table contains student and guardian access statistics for the parent portal. Once the End-of-Year process clears this table, the Parental Access Statistics report will no longer be able to report on data for the recently closed school year. The Net/Phone Access student screen will also be cleared.
 - Logins - The Logins table contains information about each successful login session into PowerSchool.
 - BulletinItems - The BulletinItems table contains records for the daily bulletin. All daily bulletin items are cleared upon running the End-of-Year process.
 - DBLog - The DBLog table tracks information about modifications in DDA and imports into PowerSchool.
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Q:

Does PowerSchool allow administrators to undo the End-of-Year process?

A:

No. PowerSchool does not include the ability to undo changes made by the End-of-Year process. PowerSchool strongly recommends making a backup of your PowerSchool data before running the End-of-Year process. Administrators may revert to a pre-EOY backup to undo changes made by the End-of-Year Process.

Q:

After the End-of-Year process, will the lunch staff be able to run PowerLunch reports on data from the previous school year?

A:

No. When running the End-of-Year process, PowerSchool deletes all meal transactions in the GLDetail table and rolls over all lunch balances.

Q:

Does PowerSchool allow users to choose whether or not to roll over student and staff lunch balances?

A:

No. The End-of-Year process always rolls over student and adult lunch balances and clears meal transactions from the GLDetail table. PowerSchool does, however, give administrators the option to roll over or zero out Fee balances. **Note:** Fee balances are in no way associated to lunch balances.

Q:

I have some students who will not be returning next year. How can I configure their student records so that they are transferred out during the End-of-Year process?

A:

The End-of-Year process cannot transfer students out of school. If a student will not be returning to the district in the upcoming school year, manually transfer that student out of school before running the End-of-Year process.

Q:

How does the End-of-Year process know which FTE to assign to each student?

A:

PowerSchool assigns each student an FTE during the End-of-Year process based on the default grade level in each FTE. If FTEs are not setup with default grade levels, students will be transferred without receiving an FTE.

Q:

Is any school setup required for the upcoming school year after running the End-of-Year process?

A:

Yes. Please refer to article [5548](#) on the PowerSchool support site for a list of activities that may need to be performed after running the End-of-Year Process.

Q:

The End-of-Year process is complete and now all of my students have a fee called SOY Balance. What is that fee used for?

A:

SOY Balance is the Start of Year Balance. If when running the End-of-Year process, the option was selected to roll over fee balances, any student with a non-zero fee balance for the school year will start the upcoming school year with a Start of Year Balance. When running the End-of-Year process, if the option is selected to zero out fee balances, none of the students will receive a SOY Balance fee.

Q:

I just ran the End-of-Year process and now the beginning and ending dates for my year term are incorrect. How did this occur?

A:

The End-of-Year process does not modify term starting and ending dates. It is likely that a schedule was committed from PowerScheduler or the Copy Master Schedule function was used recently. When committing the schedule from PowerScheduler, if the PowerScheduler term dates are incorrect, those term dates will overwrite the term dates on the live side. When copying the master schedule from one year into the current year, the term dates (month and day) from the schedule source year will overwrite the term dates for the destination year. It is good practice to verify your beginning and ending term dates after committing the schedule or copying the master schedule.

Q:

I have several seniors who will be graduating early. How do I configure their student records so that the End-of-Year process graduates those students early?

A:

The End-of-Year process cannot be used to graduate a student early. Please refer to article [5652](#) on the PowerSchool support site for instructions on graduating a student early.

Running reports after End of Year

The following table lists various PowerSchool global reports and whether or not each report can be run after the EOY process has been completed.

Report Name	Can be run for prior term
Absentee	Yes
ADA/ADM by Date	Yes
ADA/ADM by Minute	Yes
ADA/ADM by Student	Yes
Aggregate Membership Audit	Yes
Attendance Count	Yes
Attendance Summary by Grade	No
Class Attendance Audit	Yes
Class Size Reduction Report	Yes
Consecutive Absences	Yes
Enrollment by Grade	Yes
Enrollment by Section	Yes
Enrollment Summary by Date	Yes
Monthly Student Attendance Report	Yes
Period Att. Verification	No
School Enrollment Audit	Yes
Section Enrollment Audit	Yes
Student Attendance Audit	Yes
Weekly Attendance Summary (Daily)	Yes
Weekly Attendance Summary (Meeting)	Yes
Year-to-Date Attendance Summary	No
At Risk	No
Parental Access Statistics	No
PowerGrade Attendance	Yes
Class Ranking	No
Grade Count or by Teacher	No
Grades Distribution	No
Graduation Progress Report (PDF)	No
Honor Roll	No
Standards	No
Teacher Gradebooks	No
Master Schedule (PDF)	Yes
Student Schedule Listing	Yes
Teacher Maximum Load Report	Yes
Discipline Log	Yes
Discipline Summary	Yes
Meal Count Listing (PowerLunch)	No

Meal Count Report (PowerLunch)

No

Class Rosters (PDF)

Yes

End of Year (EOY) Preparation

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. This article describes several tasks that should take place prior to running the PowerSchool End of Year process.

NOTE: PowerSchool recommends that you attempt this process AFTER the school year is finished AND all final grades for the year have been permanently stored.

1. **Backup PowerSchool Data (Optional/Recommended)**

Backup and archive your PowerSchool data file. Preparation for the End of Year process may involve modifying many records in the PowerSchool database. Any erroneous changes may be undone by reverting to a data file backup. Label this backup appropriately to indicate that preparations for the End of Year process have not yet been performed. If using PowerSchool Premier, please refer to the [Database Restore Guide](#) and knowledgebase article [3834](#) on the PowerSchool support site for information about backups.

2. **Validate Enrollment Dates (Optional/Recommended)**

Validate section enrollment and school enrollment data using the Section Enrollment Audit report and the School Enrollment Audit report. These reports will help identify any entry and exit date discrepancies with section or school enrollments. To access the Section Enrollment Audit report, navigate to Start Page > Reports > Run Reports, then click on Section Enrollment Audit. To access the School Enrollment Audit report, navigate to Start Page > Reports > Run Reports, then click on School Enrollment Audit.

3. **Print Reports (Optional/Recommended)**

While many reports in PowerSchool can report on data from prior years, some reports are designed to report on current data only. After running the EOY process, it may be difficult to extract some historical data using certain reports. PowerSchool recommends that administrators print and archive the following reports for the current school year before running the EOY process: User Defined Reports (Object Reports, Report Cards, and Form Letters), State Reports, and Canned Reports.

4. **Years and Terms (Required)**

Create the upcoming year term at each school, even if the years and terms have already been created in PowerScheduler. **Note:** When a user creates a new year term on the live side at an existing school, PowerSchool will copy attendance setup information from the previous school year into the new school year. This eliminates the need to recreate attendance codes, attendance code categories, attendance conversions, FTEs, and more. The school calendar is also generated when a year term is created. 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.

5. **Next School Indicator (Required)**

The End of Year process uses the Next School Indicator to determine which school each student will attend in the upcoming school year. Set each student's Next School Indicator. This can be done individually on the Scheduling Setup student screen, or in groups by updating the Next_School field with an import, the Student Field Value group function, or DDA.

6. **Next Year Grade (Required)**

The End of Year process uses the Next Year Grade value to determine which grade level a student will be enrolled in for the upcoming school year. Set each student's Next Year Grade before running the End of Year process. This can be done individually on the Scheduling Setup student screen, or in groups by updating the Sched_NextYearGrade field with an import, the Student Field Value group function, or DDA.

7. **Activities (Optional/Recommended)**

All student activities are automatically carried over during the End of Year process. Clear any student activities that shouldn't carry over into the next school year. This task can be accomplished for groups of students using the Clear Activities function located at Start Page > System Administrator > Clear Activities.

8. **Default Grade Level for FTEs (Required)**

Verify that each grade level has a default FTE for the upcoming school year. If a student transfers into a grade level that is not assigned a default FTE, the student will not be assigned an FTE for the upcoming school enrollment. To access the FTEs for the upcoming school year, select the upcoming school year from the Term menu then navigate to Start Page > School Setup > Full-Time

Equivalencies (FTE). Please refer to article [538](#) on the PowerSchool support site for additional information.

9. **Scheduling (Optional/Recommended)**

If using PowerScheduler, commit the schedule to the live side. The Scheduling process can be continued after running the End-of-Year process, but certain extra steps must be taken. This is covered in detail in article [5772](#) on the PowerSchool support site.

10. **PowerGrade Backup (Optional/Recommended)**

Backup and archive the PowerGrade data files located on the PowerSchool server.

11. **Meal Transactions (Optional/Recommended)**

When running the End of Year process, PowerSchool rolls over the student's current balance as the beginning balance and clears all meal transactions. In some cases the lunch staff may need to refer to historical lunch data. By exporting the meal transactions from the GLDetail table this will allow the lunch staff to review this information without having to load a PowerSchool backup on a test server.

12. **Historical Grades (Optional/Recommended)**

While the End of Year process does not modify or delete any stored grades, it is good practice to export this data at the end of each school year.

Running the End of Year (EOY) Process

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 in the upcoming school year. This article describes how to setup, validate, and initiate the PowerSchool End-of-Year Process.

Note: These instructions should only be followed once you have completed the tasks listed in the [End-of-Year Preparation](#) article.

1. **Backup PowerSchool Data (Optional/Recommended)**

Backup and archive your PowerSchool data file. PowerSchool does not include the ability to undo the End-of-Year Process. In the event that the End-of-Year Process is initiated on an incorrectly setup data file and the school year is improperly closed out, any erroneous changes made by this process may be undone by reverting to a data file backup.

2. **End-of-Year Process - Preparation and Validation (Required)**

Go to the District office and navigate to Start Page > System Administrator > End-of-Year Process.

3. **Default Next School (Required)**

Validate that each school is setup with a valid Default Next School for Students in the High Grade. For example, a high school is typically setup with a default next school of 999999 (Graduated Students).

4. **Exit Codes (Required)**

Select an Exit Code for each type of student: Graduating, Promoted to next school, Promoted within same school, Retained, and Demoted. The End-of-Year Process will assign these Exit Codes to each student's current enrollment based on a comparison of each student's Next School Indicator, current school, Next Grade Level, and current grade level.

5. **Entry Codes (Required)**

Select an Entry Code for each type of student: Graduating, Promoted to next school, Promoted within same school, Retained, and Demoted. The End-of-Year Process will assign these Entry Codes to each student's new/upcoming enrollment based on a comparison of each student's Next School Indicator, current school, Next Grade Level, and current grade level.

6. **Exit Comments (Optional/Recommended)**

Select an Exit Comment for each type of student: Graduating, Promoted to next school, Promoted within same school, Retained, and Demoted. The End-of-Year Process will assign these Exit Comment to each student's current enrollment based on a comparison of each student's Next School Indicator, current school, Next Grade Level, and current grade level.

7. **Fee Transfer Method (Required)**

Select a fee transfer method. If the "Roll over the current balance" option is selected, any student with a non-zero balance for the current school year will be given a SOY (Start of Year) Balance in their fee transactions for the upcoming school year. If the "Zero the current balance" option is selected, students will start the upcoming school year with a zero balance for fee transactions. **Note:** This option does not affect student lunch balances.

8. **Validation (Required)**

PowerSchool's End-of-Year Process includes a validation mode, during which the system will evaluate student, school, and district information for End-of-Year readiness. PowerSchool's End-of-Year Process will not run unless all students and schools are properly configured for transfers into the upcoming school year. To initiate the End-of-Year validation, please do the following:

1. Ensure that the box labeled "Check here to confirm that you really want to do this" is **NOT** checked.
2. Click the "Perform End-of-Year Processing" button to initiate the End-of-Year validation process.

9. **Review and Correct Errors (Required)**

As the End-of-Year validation process runs, various student or school-related errors may be displayed on the screen. Review and correct any errors that appear. The validation process may be repeated multiple times to check your progress while correcting student setup or school setup data. Click [here](#) for a list of common EOY error messages and instructions on how to correct them.

10. **Backup PowerSchool Data (Optional/Recommended)**

Once all validation errors have been corrected and the validation process no longer returns any errors, **backup** and archive your PowerSchool data file. Label this backup appropriately to indicate that all End-of-Year validation errors have been corrected. At this time, it is likely that no more changes are necessary before running the End-of-Year Process.

11. **End-of-Year Process (Required)**

From the District office, navigate back to Start Page > System Administrator > End-of-Year Process.

12. **Verify Settings (Optional/Recommended)**

Verify that the Exit Codes, Entry Codes, Exit Comments, and Fee Transfer Method are still set as they were before running the validation process.

13. **Confirmation (Required)**

Check the box labeled "Check here to confirm that you really want to do this."

14. **Start the End-of-Year Process (Required)**

Click the "Perform End-of-Year Processing" button to initiate the End-of-Year Process. Be sure that the server is able to run uninterrupted (without being shut down) while this process runs through to completion (up to 4 hours). **Note:** If any schools or students are improperly setup for the End-of-Year Process, PowerSchool will halt the process and return errors. These errors must be corrected before the End-of-Year Process can run.

15. **End-of-Year Process Complete**

As the End-of-Year Process runs, PowerSchool will display its progress on the screen. The following message will be displayed in your browser once the End-of-Year Process is complete.

End-of-Year Process Complete

16. **Backup PowerSchool Data (Optional/Recommended)**

Once the End-of-Year Process is complete, create and archive another backup of your PowerSchool data file. Label this backup appropriately to indicate that the End-of-Year Process has been completed.

Common End of Year (EOY) Validation Errors

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. This article identifies several End of Year (EOY) validation errors, describes why each error occurs, and describes how each validation error may be resolved. The End of Year process will not run unless all validation errors have been corrected.

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.

How to Resolve: Assign the student a Next School Indicator on the Scheduling Setup student screen.

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

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.

How to Resolve: 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.

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

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.

How to Resolve: 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. A Next School Indicator may have ended up with an invalid school number due to an application issue described in article [3188](#).

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.

End-of-Year Process not completed. The following errors occurred: 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.

How to Resolve: 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.

End-of-Year Process not completed. The following errors occurred: 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 06-07 school year and a school does not have the 07-08 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.

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

End-of-Year Process not completed. The following errors occurred: School 999999 is not setup for next year.

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

How to Resolve: There is no need to create any terms at the Graduated Students school in order to run the End of Year process. Once all other

schools have been properly setup with a year term for the upcoming school year, this error message should no longer be displayed when running the End of Year validation.

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.

How to Resolve: 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.

How to create and assign Next School Indicators

A next school indicator is a value assigned to each student in the district that determines the following:

- The school that the student will attend in the upcoming school year after running the End of Year process.
- The school that the student will be scheduled for in PowerScheduler.

If a student is assigned an invalid next school indicator value, PowerScheduler or the End of Year process may not function correctly. This article describes how to create and assign next school indicators.

Create Next School Indicators

The next school indicators at a given school should represent all schools that a student may be promoted (demoted) to when running the End of Year process. They also represent the schools that a student can be scheduled for within PowerScheduler.

For instance, if in your district, elementary school students cannot transfer directly to the high school, the high school should not be setup as a next school indicator at the elementary school. This section describes how to create a next school indicator.

1. Select a school.
2. Navigate to Start Page > School Setup > Next School. The Next School page appears and lists all next school indicators setup for the currently selected school.
3. Click New. The Edit Next School Record page appears.
4. Enter a school name.
5. Enter the school abbreviation.
6. Enter the school number. This school number must exist as a valid school number on your server.
7. Select the sort order for the display of the new next school indicator.
8. Submit your changes.
9. Repeat steps 3 through 8 for any new next school indicators at the current school.

Assign Next School Indicators - Single Student

This section describes how to assign a next school indicator to a single student.

1. Select a student.
2. Navigate to the Scheduling Setup student screen.
3. Locate the Next School Indicator popup menu.
4. Select a value from the popup menu.
5. Submit the page.

Assign Next School Indicators - Student Selection

At times you may need to assign a next school indicator to a group of students. For example, if all students in grade 7 are being promoted to grade 8 at the same school, they can all be assigned the same next school indicator. This section describes how to assign a next school indicator for a group of students.

1. From the start page, select a group of students. The Student Selection page appears.
2. Select Next School Indicator from the group functions menu. The Next School Indicator page appears.
3. Select a next school indicator value from the popup menu. Note: If the desired selection is not available, you may need to create a new next school indicator as described earlier in this article.
4. Click Submit. All students in the current selection will be assigned the same next school indicator.

How to assign Next Year Grade values

The next year grade value determines the following for each student:

- The grade level that the student will be enrolled in during the upcoming school year after running the End of Year process.
- The grade level that the student will be scheduled for in PowerScheduler.

If a student is assigned an invalid next year grade value, PowerScheduler or the End of Year process may not function correctly. This article describes how to assign next year grade values for a single student or a group of students.

Assign Next Year Grade - Single Student

This section describes how to assign a next year grade value for a single student.

1. Select a student.
2. Navigate to the Scheduling Setup student screen.
3. Locate the Next Year Grade field.
4. Enter the student's grade level for the upcoming school year.
5. Submit the page.

Assign Next Year Grade - Student Selection

At times you may need to assign a next year grade value to a group of students. For example, if all students in grade 7 are being promoted to grade 8 at the same school, they can all be assigned the same next year grade value of 8. This section describes how to assign a next year grade for a group of students.

1. From the start page, select a group of students. The Student Selection page appears.
2. Select Student Field Value from the group functions menu. The Student Field Value page appears.
3. Enter the following in the Field To Change field: Sched_NextYearGrade
4. Enter the new grade level in the New Field Value field.
5. Click Submit. The Field Value page appears and displays all students whose next year grade will be changed.
6. Verify that the proposed changes are correct.
7. Click Submit to commit the changes.

Post End-of-Year Activities

After running the PowerSchool End of Year process, PowerSchool recommends reviewing various areas of the application to verify that the district and each school within the district is properly setup for the upcoming school year. This article describes several areas of the application that may need to be revisited after running the End of Year process but before starting the upcoming school year.

- 1. Years and Terms**
Verify that each school has the correct starting and ending dates for the school year on Start Page > School Setup > Years and Terms.
- 2. Periods**
Navigate to Start Page > School Setup > Periods and verify the number of periods for the upcoming school year at each school. Update the period names and abbreviations if necessary.
- 3. Cycle Days**
Navigate to Start Page > School Setup > Cycle Days and verify the number of cycle days for the upcoming school year at each school. Update the cycle day names and abbreviations if necessary.
- 4. Attendance Codes**
When creating a new year term, PowerSchool copies the attendance codes from the previous school year, eliminating the need to recreate attendance codes from scratch. If needed, attendance codes can be updated at each school on Start Page > School Setup > Attendance Codes.
- 5. Attendance Code Categories**
When creating a new year term, PowerSchool copies the attendance code categories from the previous school year, eliminating the need to recreate attendance code categories from scratch. If needed, attendance code categories can be updated at each school on Start Page > School Setup > Attendance Code Categories. Please note that in order for tardies to properly display on the Quick Lookup, each tardy attendance code must be associated to the Tardy attendance code category.
- 6. Attendance Conversions**
When creating a new year term, PowerSchool copies the attendance conversions from the previous school year, eliminating the need to recreate attendance conversions from scratch. If needed, attendance conversions can be updated at each school on Start Page > School Setup > Attendance Conversions.
- 7. Full Time Equivalencies (FTEs)**
When creating a new year term, PowerSchool copies the FTEs from the previous school year, eliminating the need to recreate FTEs from scratch. If needed, FTEs can be updated at each school on Start Page > School Setup > Full Time Equivalencies. Ensure that each FTE is assigned a default attendance mode and a default attendance conversion.
- 8. Attendance Preferences**
When creating a new year term, PowerSchool copies the attendance preferences from the previous school year, eliminating the need to redefine attendance preferences. Any changes to the attendance preferences at each school can be made at Start Page > School Setup > Attendance Preferences.
- 9. Bell Schedules**
When creating a new year term, PowerSchool copies the bell schedules from the previous school year, eliminating the need to recreate bell schedules from scratch. Bell schedules for each school can be modified on Start Page > School Setup > Bell Schedules. Verify that each bell schedule is assigned an attendance conversion method. Determine which periods will occur in each bell schedule. Determine which periods count towards ADA calculations. If using the meeting/daily attendance bridge, indicate which period is the bridge period in each bell schedule. Avoid enrolling students into overlapping periods.
- 10. Calendar**
Configure the school calendar at each school on Start Page > School Setup > Calendar Setup. Ensure that each in-session day is assigned a cycle day from the Day popup menu, a bell schedule from the Schedule popup menu, and an appropriate membership value. These rules apply for almost all calendar configurations. However, please refer to your state report setup guide for additional information that may require your school to setup the calendar differently.
- 11. Reporting Segments**
If your school uses reporting segments, ensure that they are updated at each school with the correct dates on Start Page > School Setup > Reporting Segments.

12. **Final Grade Setup**

Ensure that your final grade store codes/reporting terms are properly setup at each school on Start Page > School Setup > Final Grade Setups. Final grade reporting terms are specific to the term in which they are created. For instance, a Q1 final grade reporting term setup for the Year term applies only to year long classes. This is different than the Q1 final grade reporting term setup for the Semester 1 term which only applies to Semester 1 classes.

13. **Current Grade Display**

Update various grade display settings at each school on Start Page > School Setup > Current Grade Display. Here you can determine which final grades to display on the Quick Lookup, and whether to display current or historical grades. The Current Grade determines which store code is the current grade throughout the current school. The Parent/Student Access Term determines the data displayed in the public portal. Enter an appropriate term abbreviation. Your term abbreviations may or may not coincide with your final grade store codes.

14. **GPA Student Screens**

Update various settings at each school on Start Page > School Setup > GPA Student Screens. Select a GPA calculation method from the popup menu to determine the GPA displayed at the bottom of the Quick Lookup student screen. Update any data access tags (DATs) used for the Cumulative Info student screen. Some DATs on this page may have year or term-specific parameters which may need to be updated every year or every term.

15. **GPA Calculations**

If your district uses GPA calculations with year-specific parameters or query options, ensure that your GPA calculations are updated with new parameters that pertain to the current school year.

16. **Honor Roll methods**

If your school's honor roll methods use year-specific GPA calculations, ensure that the honor roll methods at each school are updated to use GPA calculations that are setup for the current school year.

17. **Final Grade Entry Options**

Review each school's Final Grade Entry Options to ensure that each is setup for the upcoming school year.

18. **Activities**

Create any new activities that will be offered in the upcoming school year. Activities can be created on Start Page > School Setup > Activities Setup. When specifying the field name of a new activity, ensure that you are using supported characters for a field name. PowerSchool supports letters, numbers, and the underscore (_). While other characters may be accepted by the applicaiton when creating the new activity, they may prevent students from properly enrolling in the activity.

Rerunning the End-of-Year (EOY) Process

PowerSchool does not include an "undo" function for changes made by the End-of-Year process. If an attempt is made to re-run the End-of-Year process after it has already been completed, an error message will appear stating that the process has already been completed recently.

Workaround

If a district must undo the changes done by the End-of-Year process, the PowerSchool administrator must revert the PowerSchool server to one of the data backups made before executing the End-of-Year process. Once the PowerSchool server has been restored to a state from before the End-of-Year process was run, the system administrator may re-run the End-of-Year process.