

# END-OF-YEAR CHECKLIST FOR INFINITE CAMPUS

The End-of-Year Checklist provides information on certain activities that need to be performed at the end of the school year in Infinite Campus. Performing these steps aids in closing out the current year as well as preparing for the next school year. The end-of-year (EOY) process includes two primary functions:

- Finalizing data in the current year to maintain accurate records and submit end-of-year district and state reports.
- Preparing for the upcoming school year.

**The end-of-year process involves Campus System Administrators, School Secretaries & Building Administrators. You may or may not be the individual responsible for any or all processes on this list – please share with the appropriate staff.**

## STUDENT INFORMATION

### COMPLETE TASK

- \_\_\_\_\_ Final Grades are posted and publish Report Cards
- \_\_\_\_\_ Post Transcript Grades and publish Transcripts
- \_\_\_\_\_ Add Graduate Information **prior to** ending all other student enrollment records
- \_\_\_\_\_ Review state-specific entries for proper year end reporting such as Attendance, Discipline, Testing, SPED, **Program Codes end dated**, etc.
- \_\_\_\_\_ Verify enrollments for the next school year have been added, with **specific attention to students who may not have been included in the original Enrollment Roll Over**.
- \_\_\_\_\_ Use the Enrollment Clean up Wizard to remove enrollment records that were rolled forward prior to the student withdrawing from school.
- \_\_\_\_\_ Verify the enrollment start date is correct for the next school year. Enrollments should start on the first day of the Fiscal Year (07/01/2022). The exceptions are newly enrolled and next year Kindergarten students.
- \_\_\_\_\_ Use the Enrollment End Wizard to end enrollments as of the last day of the Fiscal Year (06/30/2022) for the current year **AFTER** all grades have been posted.

## COMPLETE TASK

- \_\_\_\_\_ Verify all scheduling tasks are completed – including “Push to Sections” task.
- \_\_\_\_\_ Ensure students are enrolled in class sections for the next school year.
- \_\_\_\_\_ Deactivate student accounts to Infinite Campus for students that have left the district (graduated students).

## STAFF RECORDS

### COMPLETE TASK

- \_\_\_\_\_ Assign an end date to all district employment records of those who have left the district.
- \_\_\_\_\_ Deactivate user accounts to Infinite Campus for staff that have left the district.
- \_\_\_\_\_ Verify district assignment records for newly hired staff and modify records for staff that are changing positions or locations within the district.
- \_\_\_\_\_ Update Staff History on Course Sections for the 22-23 calendar year.

## SYSTEM ADMINISTRATION

### COMPLETE TASK

- \_\_\_\_\_ Verify the last instructional day is indeed the last day of school. Verify that the calendar reflects any snow days.
- \_\_\_\_\_ Check that term dates and period times are correct in the next year’s calendar.
- \_\_\_\_\_ Confirm the first day of instruction in next year’s calendar is indeed the first day of school.
- \_\_\_\_\_ Ensure that you have entered in Non-School Days/Event Codes for next year’s calendar.
- \_\_\_\_\_ Review [User Tool Rights](#) for access to calendars and appropriate tools. Updated Calendar Rights for the [NEW 2022-2023](#) school year.
- \_\_\_\_\_ Roll forward all buildings Custom Reports (these are reports like Report Cards, Transcripts and Schedules).
- \_\_\_\_\_ Run the Transportation Roll Forward Wizard (if applicable).
- \_\_\_\_\_ Student Lockers end dated and recreated in the new calendar year **only** if the students **do not** keep the same locker from one year to the next, or they leave the district/building.

## COMPLETE TASK

\_\_\_\_\_ Run end-of-year state and district reports for internal record keeping such as hard copies of Report Cards, Transcripts, etc.

\_\_\_\_\_ Change the Active Year to the next school year **ONLY after** your 21-22 school year data is **complete**.

# REPORTS

**Grades Report** to ensure teachers have posted all Final Grades for all terms.

**Transcript Audit Report** to verify the posted Report Card grade matches the Transcript Grade.

**Duplicate Student Search/Duplicate ID Reports** to find duplicates for students.

**Section Audit Report** track the setup of Teacher Grade Books and includes all courses that have Grading Tasks, Standards, Categories & Grade Calculation Options.

**Student Gap Scheduler** searches for students who have an empty instructional period in their schedule.

**Enrollment Status Report** displays all enrollment information for a certain student within a certain calendar.

**Graduation Cohort Validations Report** lists graduation and cohort records that are not complete or do not match enrollment records.