

End of Year Tasks

All schools - #1-6
Middle School Only - #7
High School Only - #8-11

- 1) All discipline referrals either have responses or are deleted. Your morning Certify report can help you identify any missing items.

The screenshot shows the CERTICA web application interface. At the top, there is a navigation bar with links for Home, Reporting, Tools, Help, and Logout. Below this is a header area with the user email 'PENNY.ATCHLEY@kckps.org' and a project dropdown menu set to 'Kansas City Kansas PS Rule Library'. The main content area is titled 'Scorecard Summary' and displays an observation run summary: 'Observation Run(s): Roll-up of 55 runs ranging from 5/16/2022 2:56:24 AM to 5/16/2022 3:05:15 AM'. Below this, there are filters for 'Group By: Severity' and 'and then by: <select>', along with buttons for 'View Scorecard' and 'Download Scorecard'. A table lists various rules with their severity levels and descriptions. One rule, 'DISC 150-0260 - Every disciplinary incident must have at least one action', is highlighted in yellow. At the bottom of the page, there is a footer with the text '© Copyright 2004-2022, Certica Solutions, Inc. All rights reserved.'

Severity	Rule
1	DEM 110-0001 - Students must have a primary household.
2	ENR 120-0261 - A student's Exit Code must not be L17 Unknown. ENR 120-0262 - Student's Exit Code in 5, 6, 11, 12, 13, 14, 16, or 19.
3	DEM 110-0011 - ESL students without an ILP. DEM 110-0012 - ESL students with more than 1 ILP. DEM 110-0039 - ESL students with a Spring/Revisit ILP. DISC 150-0260 - Every disciplinary incident must have at least one action.
5	SCH 160-0001 - Enrolled Students must have a schedule. ATT 140-0009 - Student must not have more than 10 consecutive days absent. DEM 110-0009 - Students Attending Outside the boundaries without a permit.

- 2) 22-23 Enrollments – check that students enrolled in your building next year have a permit or are in boundaries. Use your Kansas City Reports – StudentsAtAddressOutsideBounds to help. Set the date to 8/10/2022.

Boundary change issues will receive support from Ms. Lenora Miller & Infinite Campus when completed.

HouseholdPerSchool



Senior Unpaid Fees

Group all classes



StudentsAtAddressOutsideBounds

ReturnedMail



SubReportHouseholdContacts2

End of Year Tasks

- 3) Use your Certify reports to help the following items be corrected before June 1st. If these items are uncorrected the state reporting will not work.

Severity	Rule	Number of Violations	Percentage of Records
1	DEM 010-0250 - Date Entered 9th Grade is required for all high school students.	17	0.07%
	DEM 110-0028 - First enter US Date, US_Schools_Enter_Date, and State_School_Entry_Date must be populated.	1,279	5.28%
	DEM 110-0745 - First Entry Date into a School in the United States must be on or before State Entry Date.	1	0.00%
	DEM 110-0002 - Student must have an active address.	2	0.01%
2	ENR 120-0261 - A student's Exit Code must not be L17 Unknown.	22	
	DISC 150-0260 - Every disciplinary incident must have at least one action.	614	

- 4) All attendance letters and truancy referrals should continue through the last day of school.
- 5) Grades 8 and 5 CANNOT graduate. Registrars and counselors - do not enter a date on the graduation tab to recognize the promotion of grade 5 or 8 to the next school.

End of Year Tasks

6) Grades due from teachers

- Please identify admin, counselors, coaches, and other teachers who can help teachers who need support with submitting grades through Infinite Campus.
- Teachers who call the help desk or ICSupport to walk them through how to submit their grades will be referred back to the admin at their school.
- If building based support cannot solve the problem, please send email to ICSupport@kckps.org and start the Subject Line with GRADES - SCHOOL NAME Describe the problem and who tried what to fix it. Screenshots are always helpful for these situations and you can include your phone number too. We'll get back to people as fast as we can.
- Use the Missing Grades Report in Infinite Campus to confirm that no grades were left out before releasing teachers
- Unsubmitted grades will be a blank space in the grade card for any grade level.
- For High school - students will not get transcript credit for courses missing grades.
- Middle schools will be able to view a grades 6-8 transcript file in 22-23. Missing grades will make this inaccurate.

This report is found under Grading & Standards → Reports → Grades Report

The screenshot shows the 'Grades Batch Report' configuration interface in Infinite Campus. The left sidebar contains a navigation menu with 'Grading & Standards' and 'Reports' highlighted. The main content area is titled 'Grades Batch Report' and includes a descriptive text box at the top. Below this, there are several configuration sections: 'Which students would you like to include in the report?' with radio buttons for 'Grade' (selected) and 'Ad Hoc Filter', and a dropdown menu for 'All Students' showing options 09, 10, 11, and 12; 'Grading Terms' with checkboxes for Q1, Q2, Q3, and Q4 (Q4 is selected); 'Select Teachers' with a dropdown menu listing names like 'Abram, Richard' and 'ALCALA, MARY E'; 'Group By' with radio buttons for 'Student' (selected), 'Teacher', and 'Course/Section', and checkboxes for 'Display term dates' and 'Display section dates'; 'Select Standard/Grading Tasks' with a dropdown menu showing 'All' and 'Progress' with a list of standards; and finally, radio buttons for 'All Grades / Scores', 'Missing Grades / Scores' (selected), and 'By Grade / Score', along with a 'Show Dropped Students' checkbox. A 'Generate Report' button is located at the bottom.

End of Year Tasks

- 7) Grade 8 Students who Completed the High School Credit Spanish Courses
 - a. Karlean Kramer will place the credit on the student transcript. Middle School Counselors do not need to do this task.

- 8) 12th grade students missing Graduation Credits
 - a. The counselor must go in and RETAIN each grade 12 student who still needs credits as of 5/25/2022
 - b. Do not skip marking any students for any reason if they are missing credits.
 - c. We will get a list of students who finish during summer school and “un-retain” them in TIS per state reporting requirements.

The screenshot shows the 'Enrollments' tab in a software interface. At the top, there are navigation tabs: Summary, Profile, Enrollments (selected), Schedule, Attendance, Flags, Grades, Transcript, and Credit Summary. Below these are buttons for Save, Delete, New, Print Enrollment History, New Enrollment History, and Documents. The main content area is titled 'General Enrollment Information' and contains the following fields:

- Calendar:** 21-22 F.L. Schlagle High School
- Schedule (read only):** Main
- *Grade:** 12
- Class Rank Exclude:**
- External LMS Exclude:**
- *Start Date:** 11/04/2021
- No Show:**
- End Date:** (empty)
- End Action:** R: Retain
- *Service Type:** P: Primary
- *Local Start Status:** 01: Enrolled
- Local End Status:** Select a Value
- State Start Status:** 01: Enrolled
- State End Status:** (empty)
- Start Comments:** (empty text box)
- End Comments:** (empty text box)
- CRDC School of Accountability:** 8329: F.L. Schlagle High School

At the bottom, there is a partially visible section for 'Future Enrollment'.

- 9) High School Students w/out enough credits to progress to the next grade level should also be marked retain. You do not need to change anything on the next enrollment. This affects our state and federal data reporting. You do not need to mark promote or demote on anyone.

End of Year Tasks

- 10) All grade 12 students need the Post Grad Location & Plan completed. This is on the graduation tab. Students cannot be submitted with state reporting unless this is completed.

The following fields can only be filled out once a student has entered 9th grade:
Date First Entered the 9th Grade
NGA Cohort End Year
NCLB Cohort End Year

Graduation Detail: Kansas City (D0500)

General Graduation Information

Diploma Date: 6/15/2022

Diploma Type: 01: Regular Diploma

Diploma Period: [Dropdown]

Date First Entered the 9th Grade: 08/10/2017

NGA Cohort End Year: 2021

NCLB Cohort End Year: 2021

Post Grad Location: IS: In-State

Post Grad Plans: 3: Other Type Colleg

State Reporting Graduation Fields

KS Qu

State Seal Information

1: 4 Year College or university
2: 2 year College
3: Other Type Colleg
4: Employment
5: Unemployment
6: Parenting
7: Military
8: Status Unknown

- 11) Enter a graduation date & diploma type for seniors to ensure their transcript will be complete and accurate when printed in early June