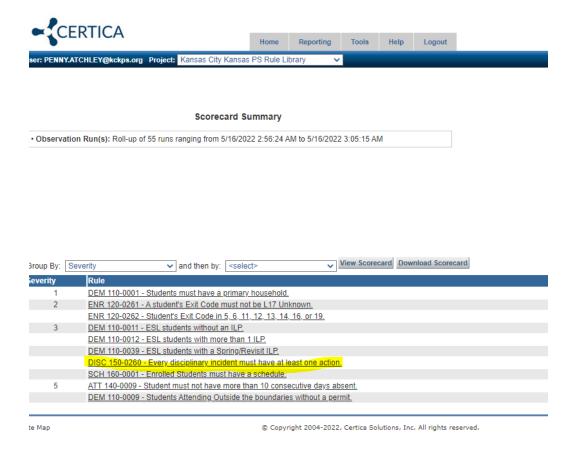
All schools - #1-6 Middle School Only - #7 High School Only - #8-11

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



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.

ouseholdPerSchool

Senior Unpaid Fees

g all classes StudentsAtAddressOutsideBounds

SubReportHouseholdContacts2

turnedMail

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.

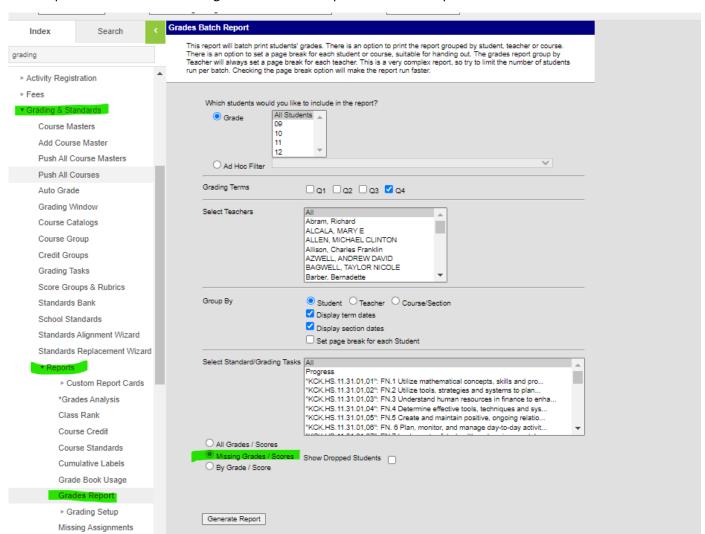
Severity		Rule	Number of Violations	Percentage of Records
1		DEM 010-0250 - Date Entered 9th Grade is required for all high school students.	17	0.07%
		M 110-0028 - First enter US Date, US_Schools_Enter_Date, and te_School_Entry_Date must be populated.	1,279	5.28%
		M 110-0745 - First Entry Date into a School in the United States must be on or ore State Entry Date.	1	0.00%
DEM 110-0002 - Student must have an active address.		2	0.01%	
	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.

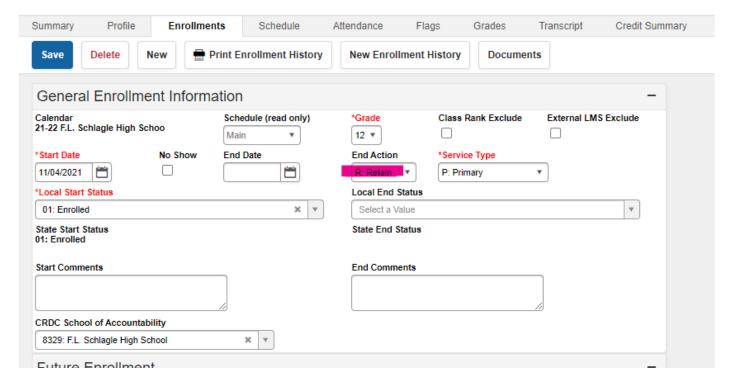
6) Grades due from teachers

- a. Please identify admin, counselors, coaches, and other teachers who can help teachers who need support with submitting grades through Infinite Campus.
- b. 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.
- c. If building based support cannot solve the problem, please send email to lCSupport@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.
- d. Use the Missing Grades Report in Infinite Campus to confirm that no grades were left out before releasing teachers
- e. Unsubmitted grades will be a blank space in the grade card for any grade level.
- f. For High school students will not get transcript credit for courses missing grades.
- g. 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

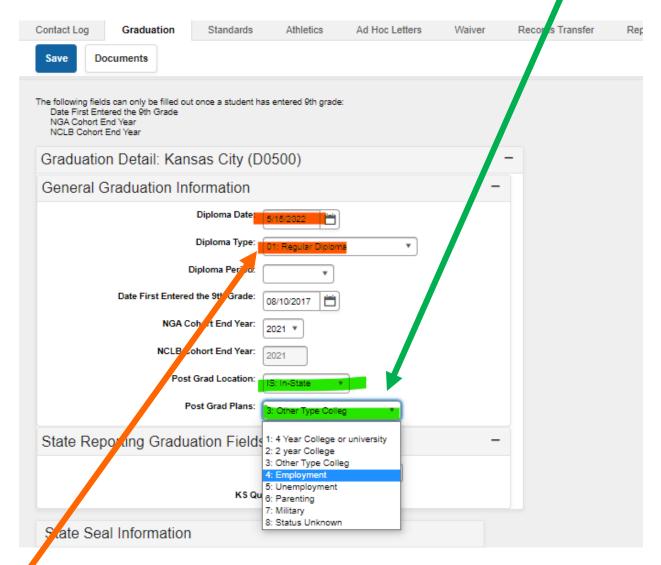


- 7) Grade 8 Students who Completed the High School Credit Spanish Courses
 - a. Karlean Kramer will place the credit on the student transcript. Middle School Counselors do not need to do this task.
- 8) 12th grade students missing Graduation Credits
 - a. The counselor must go in and RETAIN each grade 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.



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.

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.



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