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| --- | --- |
| School: | Date: |

**1. Introduction**

**2. Student Movement**

 School View, Student Top Tab, PreTransition Field Set

 Options>Mass Update or Options>Modify List

 Returning Students (page 4)

 (Next School Note: Next Grade will automatically be moved up one, but can be corrected in August)

 Graduating Students (page 5)

 (Next School, Diploma Granted Date, Retained, Withdraw)

 Students Transferring Schools (page 6)

 (Next School, Withdraw checkbox)

 Student Secondary School Associations (page 8)

 Pre-Registered Students (page 8)

**3. Other Tasks**

 Student Conduct Incidents - Expiry Dates (page 9)

 School View, Student Top Tab, Conduct Side Tab, Incident Sub-Side Tab OR

 School View, Conduct Side Tab, Incident History Sub-Side Tab

 Options>Mass Update or Options>Modify List

 Student Journal Entries (page 10)

 Check Former School Association End Dates (page 11)

 *Exit Student services for pre-transitioned student to out of district school (page 13)*

 Check Former School Association End Dates (page 11)

 Manage fees for leaving students (page 11)

 Remove locker assignments (page 12)

 Yearlong, Semester, Term Courses

 Start and End Dates

 Prepare Grade Input

 Term 4 and Final

 Course Exam Synchronization Procedure

Verification of Pre EOYR Completion and Setup confirmed ready for 2016/2017. Please note that some outstanding errors can stop the EOYR process for the entire province. Thank you for your attention to the details. Once you have completed all of the steps and checked all of the boxes on this sheet, submit a signed copy to Surinder Brar by June 20th.

Administrator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_