

**PowerSchool**  
**End of the Year**  
**Checklist**  
**(Middle)**

**Updated 06/2016**

## **EOY Checklist for Middle Schools**

- Populate Retained, Next School and Next Grade Fields  
**(Retentions ONLY)**
  
- Verify there are no students with a W960, W961 or W970 withdrawal code
  
- Delete High School credit course(s) from Historical Grades with approved form
  
- Print **Final** Report Cards for each student\*
  
- Print MCPS Secondary Student Attendance Report for each student\*

**Complete by no later than Friday June 10, 2016**

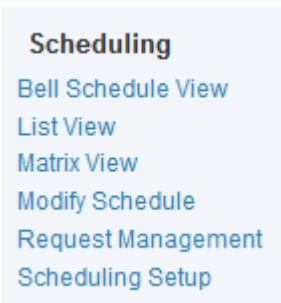
\* Place in student's cumulative folder

## Populate Retained, Next Year Grade, and Next School Fields (Retained Students Only)

1. On the Start Page, search for the desired student.
2. Click **State/Province – VA** under the Information heading on the left toolbar.



3. The **General State Information** page will appear. Complete the following field:
  - Retained – from the dropdown menu, select YES
4. Click Submit
5. Click **Scheduling Setup** under the Scheduling heading on the left toolbar.



6. The **Scheduling Setup** screen will appear. Complete the following fields:
  - Next Year Grade – enter the current grade level the student is in
  - Next School Indicator (**8<sup>th</sup> Graders only**) – from the dropdown menu, select the current school where the student is enrolled
7. Click Submit

## Run Entry/Exit Report for W9XX Withdrawal Codes

1. On the Start Page, click **System Reports** under the Reports heading on the left toolbar



2. The **Reports** screen will appear. Click on the **Custom Reports** tab.

### Reports



3. The **Custom Reports** screen will appear. Click on the **Entry/Exit Report** under the Enrollment heading.

Enrollment	Description
Entry/Exit Report	Search for who entered/exited this school during any month.
Ethnicity Counts Report	Ethnicity Counts using new Race/Ethnicity Indicator

4. The **Search Enrolled/Exited Student Report** screen will appear. Select the following options:

- Check Show Exited
- Select the default value of Enroll/Exit Date occurs...
- Exit Code – from the dropdown menu, select the following codes individually:
  1. Withdrawn – 15 days – Illness (W960)
  2. Withdrawn – 15 days – Suspension (W961)
  3. Withdrawn – 15 days – Absences (W970)

5. Uncheck Pause

6. The **Students Exited** screen will display any student with the requested withdrawals codes of W960, W961, and W970.

Students Exited [redacted] In any month of the 2016-2017 school year.

Student	Grade Level	Home Room	Exit Code	Exit Comment	Date Entered	Date Exited
1 [redacted]	8	[redacted]	(W970) Withdrawn- 15 days- Absences	15 consecutive days absent	03/31/2015	04/24/2015

7. Select a hyperlinked student from the list and click **Transfer Info** under the Enrollment heading on the left toolbar



8. The **Transfer Information** screen will appear. Click on the Entry Date/Code hyperlink.

9. The **Edit Current Enrollment** screen will appear. Complete the following fields:

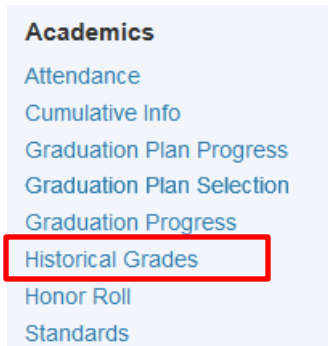
- Exit Code – from the dropdown menu, select W880 (Dropped Out)
- Exit Comment – populate the box with pertinent information about the student
- W880 Reason Code – from the dropdown menu, select the appropriate dropout reason

Reason Code	Reason	Description
10	Achievement	Achievement problems (low achievement, low motivation, low interest)
20	Behavioral	Behavioral difficulties (suspension or expulsion, incarceration, runaway, truancy, poor relationships with
30	Health	Health problems (physical or mental illness, injury, substance abuse)
40	Family reasons	Family (pregnancy, parenthood, marriage, needed at home, religious reason)
41	Parental privilege	Age/maturity (for KG and PK students only)
42	PK Student	Non-applicable (PK Students only)
50	Financial hardship	Financial hardship (extreme poverty, working to support self or family)
60	Employment	Employed (took a job, joined armed forces)
70	Moved	Moved (no longer resides in the area and current status is unknown after appropriate investigation by attendance officer)
80	Maximum age	Reached maximum age to receive qualified educational services
81	Personal choice	Over 18, but still eligible for qualified services
82	Post Graduate	Discontinued program (Post Graduate only)
90	Expulsion	Left school involuntarily due to an expulsion approved by appropriate school authorities

10. Click Submit

Delete High School Credit Course(s) from Historical Grades (with approved form)

1. Look up the student on the Start Page and click on their name.
2. Choose Historical Grades under the Academics heading on the left toolbar.



3. The Historical Grades page will appear. Click on the **blue** hyperlink of the letter grade under Q1 corresponding to the course and grading term that needs to be deleted.

Year/Term	Grd Lvl	Course number	Course	Earned Credit		Q1	Q2	Q3	S1	X1
13-14 YR	8	31300	Algebra I	0.00		A	A	A	A	B

4. The Edit Stored Grade page will appear.



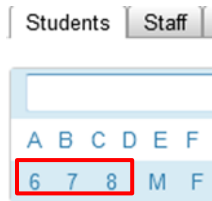
5. Click the Delete button.
6. Click the golden Confirm Delete button.
7. The Selection Deleted page will appear. Click the back button.



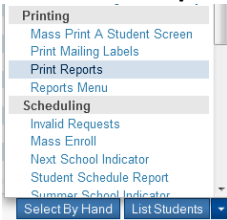
8. Repeat Steps 1-7 for ALL marking periods (Q2, X1, S1, Q3, Q4, X2, Y1).

## Print Final Report Card

1. On the Start Page, select a group of students – it is recommended to print one grade level at a time (otherwise it will take quite a while for the report to process in the Report Queue).



2. Select **Print Reports** from the Select Function drop down located at the bottom of the Current Student Selection



3. Choose the report card to print
  - MCPS Middle School Report Card Quarter 4

### Print Reports

Option	Value
Which report would you like to print?	MCPS Middle School Report Card Quarter 4

4. Select which students to print the card for

The selected 49 students

For which students?  All records in a single batch.

5. Select the print order (period 1) and date (05/27/2016)

In what order?

Alphabetical

By grade, then alphabetical

By period HR class as of this date: 5/29/2015 (takes extra time)

6. Leave all other fields at the default values
7. Click **Submit**
8. Refresh the Report Queue (System) – My Jobs screen
9. Click **View** to open the completed report
10. Save and print the report cards with landscape orientation

## Print MCPS Secondary Student Attendance Report

1. On the Start Page, select a group of students – it is recommended to print one grade level at a time (otherwise it will take quite a while for the report to process in the Report Queue).

Students  Staff

A	B	C	D	E	F
6	7	8	M	F	

2. Select **Print Reports** from the Select Function drop down located at the bottom of the Current Student Selection

- Printing
  - Mass Print A Student Screen
  - Print Mailing Labels
  - Print Reports**
  - Reports Menu
- Scheduling
  - Invalid Requests
  - Mass Enroll
  - Next School Indicator
  - Student Schedule Report
  - Summer School Indicator
- Select By Hand  List Students

3. Choose the MCPS Secondary Student Attendance Report to print  
**Print Reports**

Option	Value
Which report would you like to print?	MCPS Secondary Student Attendance Report

4. Select which students to print the card for

The selected 49 students

For which students?

All records in a single batch.

5. Select the print order (period 1) and date (05/27/2016)

In what order?	<input type="radio"/> Alphabetical
	<input type="radio"/> By grade, then alphabetical
	<input checked="" type="radio"/> By period: HR class, as of this
	date: 5/29/2015 (MM/DD/YYYY) (takes extra time)

6. Leave all other fields at the default values
7. Click **Submit**
8. Refresh the **Report Queue (System) – My Jobs** screen
9. Click **View** to open the completed report
10. Save and print the MCPS Secondary Student Attendance Report