Summer School End of year process

END-OF-PERIOD UPDATE

The **End-of-Period Update** advances the current marking period to the next marking period and advances to the <u>next</u> grade entry period. If you have multiple programs within your organization and SUMMER SCHOOL is configured to process more than one program, then the **End-of-Period Update** must be run for each program.

The current marking period and grade entry period can be found in **Administration Maintenance**.
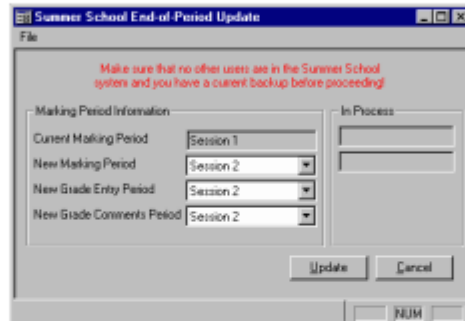

Figure 12-2. End-of-Period Update.

Update

When you click the **Update** button, you will see the **Update Confirmation Message**.

- To cancel the **End-of-Period Update**, click the **No** button.
- If you are ready to proceed with the **End-of-Period Update**, click the **Yes** button.
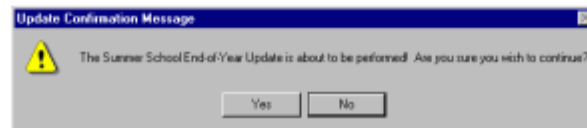

Figure 12-3. Update Confirmation Message.

Final End-Of-Period Update

If the current marking period is your school's final marking period, or, if your program does not enter grades, if it is the final session for your program, the **End-of-Period** process treats this as the end of the academic year.

- ☑ Each student record's information is moved the *History* Tab's *Transaction History* sub-tab in **Student Maintenance.**

- ☑ Once the data are transferred, the student's SUMMER SCHOOL record is cleared. Schedules, grades, and attendance data are removed. All other student information is preserved for the following academic year.

- ☑ Finally, a new academic year is created based on the existing year, and is available in **Administration Maintenance**.
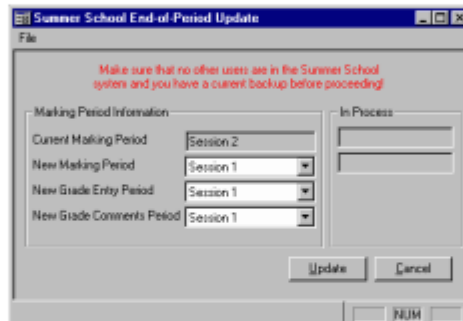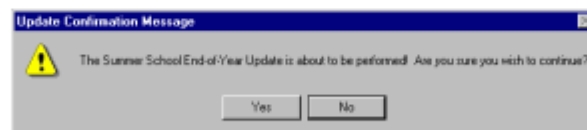

Figure 12-4. End-of-Year Update.

Figure 12-5. End-of-Year Confirmation Message.

> *Student records are sent to* STUDENT MAINTENANCE *one at a time. If an unfortunate error occurs during the transfer, you do not need to restart the update from the beginning. The system will begin at the point where the error occurred.*

If you have multiple schools/programs within your organization and SUMMER SCHOOL is set up to process more than one school, then **End-of-Year Update** must be run for each school/program.

The SUMMER SCHOOL **End-of-Year Update** must be completed before you advance student grades. You should run the **Update Student Grades** function, which you can access by selecting **New Year Initialization ▸ Update Student Grades** from the **Maintenance** menu, when you are ready to advance students to the next school year.

The **End-of-Period/Year** is a good time to consider deleting courses, sections, and inquiries that you no longer need. **New Year Initialization** can be used to delete inquiries, old courses and sections, and to reset the calendar days for your program for the next school year (see *Chapter 4: Maintenance* for more information about these functions).

END-OF-YEAR PERMANENT TRANSCRIPT TRANSFER

The **End-of-Year Permanent Transcript Transfer** function is used to transfer summer courses to ACADEMIC HISTORY. This makes it possible for students to get credit for summer courses through the winter school.

Prior to running this function, you should make sure that each section you want to transfer has a permanent transfer map selected in the *Schedule* Tab in **Section Maintenance** (see *Chapter 4: Maintenance* for more information). If a map is not selected, the section will not be transferred. Permanent transfer maps are set up in **Permanent Transcript Maintenance** (see *Chapter 3: Setting Up* for more information).
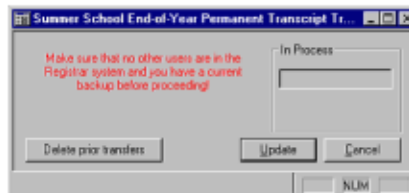

Figure 12-6. End-of-Year Permanent Transcript Transfer.

Update

When you click the **Update** button, you will see the **Update Confirmation Message**.

- If you are ready to proceed with the **End-of-Period Permanent Transcript Transfer**, click the **Yes** button.
- To cancel the **End-of-Period Permanent Transcript Transfer**, click the **No** button.
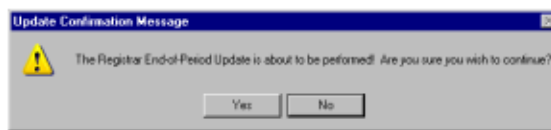

Figure 12-7. Update Confirmation Message.

Delete Prior Transfers

If you make a mistake, you can delete prior transfers by clicking the **Delete Prior Transfers** button. This opens the **Delete Prior Transfer** dialog, which lists the dates/times of academic history transfers made from SUMMER SCHOOL.
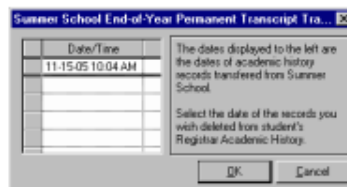

Figure 12-8. Delete Prior Transfer.

- To delete a prior transfer, highlight the record you want to delete, then click the **OK** button.
- Click the **Cancel** button to close the dialog without deleting a prior transfer.

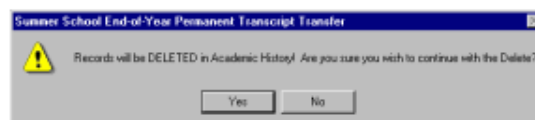When you click the **OK** button, you will see the **Update Confirmation Message**.

Figure 12-9. Delete Prior Transfer Confirmation Message.