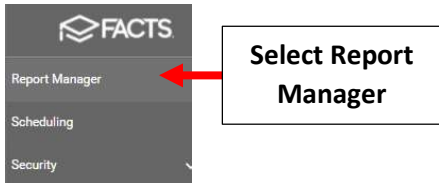
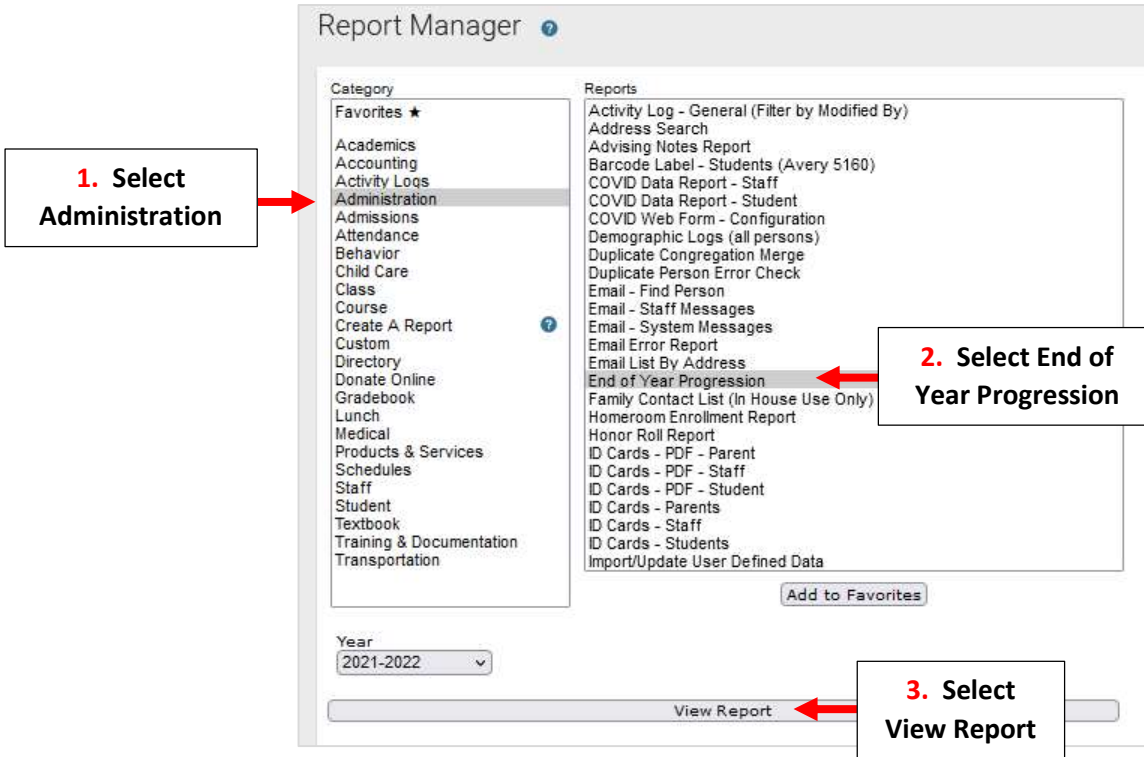


Running End of Year Progression in FACTS

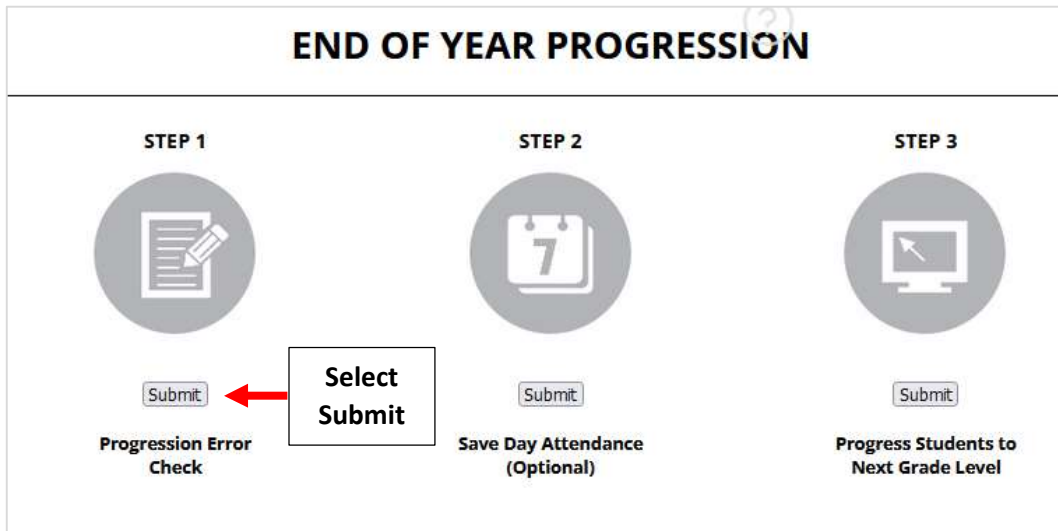
Step 1. Progression Error Check. From the main menu Select **Report Manager**



Select **Administration > End of Year Progression** and Select **View Report**



Select **Submit** for Step 1: Progression Error Check



The **Progression Error Check Report** will display. Verify that **Next Grade, Next Status, and Next School** are correct for all students. Any Error Message will display in **Red**.

****Please Make ANY Corrections Before Continuing****

Progression Error Check ?

Premier Academy (2022-2023)

Printed: 17-Jun-22

Next Year School and School Year Check

Below is a list of school(s) in your district where your current students will be progressed to. Make sure the Next Year field is appropriately set for each school. This is set in Admissions > Enrollment Year drop down.

School Name	Next Year
Premier Academy	2022-2023

Student Next Year Status Check: (2022-2023)

(If receiving a warning about archived report cards, please confirm the Default Year in System > Configuration > System Defaults is the current (progress from year and the students have an archived report card for this year, then run the Progression Error Check again.)

Below is a list of students and their currently assigned next year schools, statuses and grade levels. Progression should not be run until all errors are removed and you have visually verified for appropriate settings.

Student	Student ID	Grade	Next Grade	Status	Next Status	School	Next School	Last Progression Must be 9 months	Error Message
Bradley, Megan	1202678	PK3	PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Brasher, Elliott	1202599	PK3	PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Collins, Josh	1202594	PK3	PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Connolly, Ben	1202444	PK3	PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Eckert, Elena	1202721	PK3	PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Kane, Henry	1201749	PK3	PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Leonard, Susan	1202740	PK3	PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Browning, Caleb	1201718	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Burnett, Finley	1201720	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Burrell, Jayden	1201721	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Connolly, Abby	1202442	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Connolly, Carly	1202445	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Crawford, Daniel	1201726	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Dai, Yi	1202576	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Gamble, Anastasia	1201734	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Gutierrez, Kaden	1201829	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Kaiser, London	1201616	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Koch, Melissa	1202417	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Malone, Timothy	1202420	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Nadeau, Aria	1201853	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Ocomor, Callie	1201857	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Robinson, Hunter	1201783	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Smith, John	1202395	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Villa, Nora	1201882	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Wang, Sara	1201799	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.
Zamora, Kelsi	1202591	PK3	PK4	Enrolled	Enrolled	MAIN	MAIN		Warning: No report card archive found for 2021-2022.

****Please Make ANY Corrections Before Continuing**

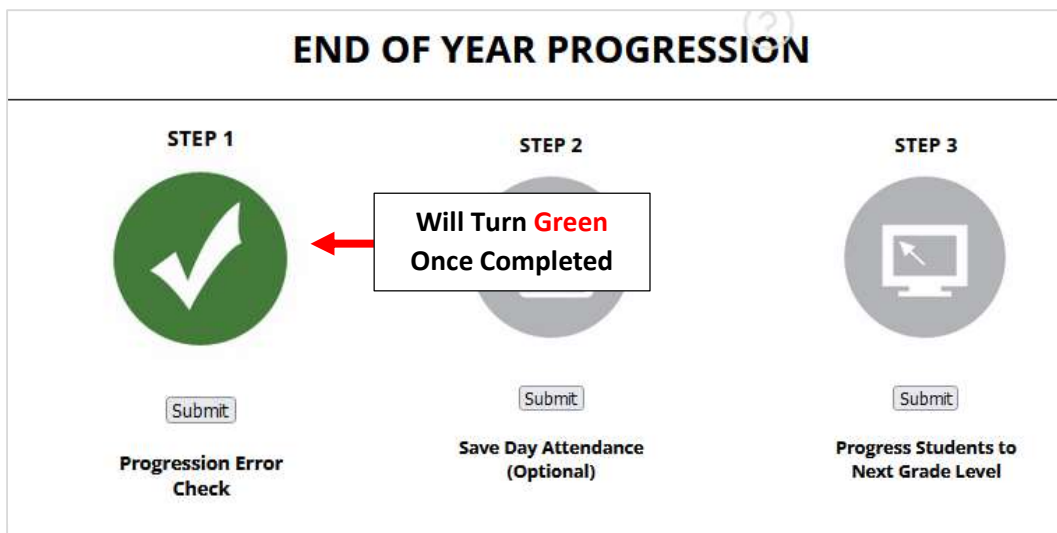
Errors Will Display in Red

Progression Error checks and Warnings:

The table below explains the errors and warnings you may see on the Progression Error Check report. Some errors may be fixed using [Next Grade / Next School Clean Up](#).

Error or Warning	Explanation	How do I fix it?
Error: Missing next school	Student has no Next School selected; may be ignored if the student will be Withdrawn next year.	Correct the student's Next School .
Error: Missing next status	Student has no Next Status .	Correct the student's Next Status or change to Withdrawn if the student is not returning.
Error: Missing next grade	Student's Next Status is Enrolled , but no next Grade Level is selected.	Confirm student's Next School is correct, then select the student's next Grade Level . May be left blank if it is currently unknown (common for PK and K) or if student is not returning.
Error: No next grade expected	Displays when student's Next Status is Withdrawn but student has a next Grade Level selected. May be ignored if the student is not returning.	Clear the student's next Grade Level to remove the error.
Warning: Next grade level not the default setting	Displays when the grade level is not expected, for example a 7 th grader progressing to 7 th grade rather than 8 th grade.	Correct the student's next Grade Level unless the student is being retained in the same grade.
Warning: No report card archive found	This warning is expected for new students, but may indicate a problem if the student has been attending classes for some time.	Archive report cards for all returning students. May be completed after progression, if necessary, since report cards archived within 21 days of progression will display students' pre-progression grade level.
Warning: Wrong next school	Displays when the Next School is not what is expected. For example, the Next School is your Middle School for a current Upper / High School student. May be ignored if the student will be Withdrawn next year.	Correct the student's Next School if the student is returning next year.

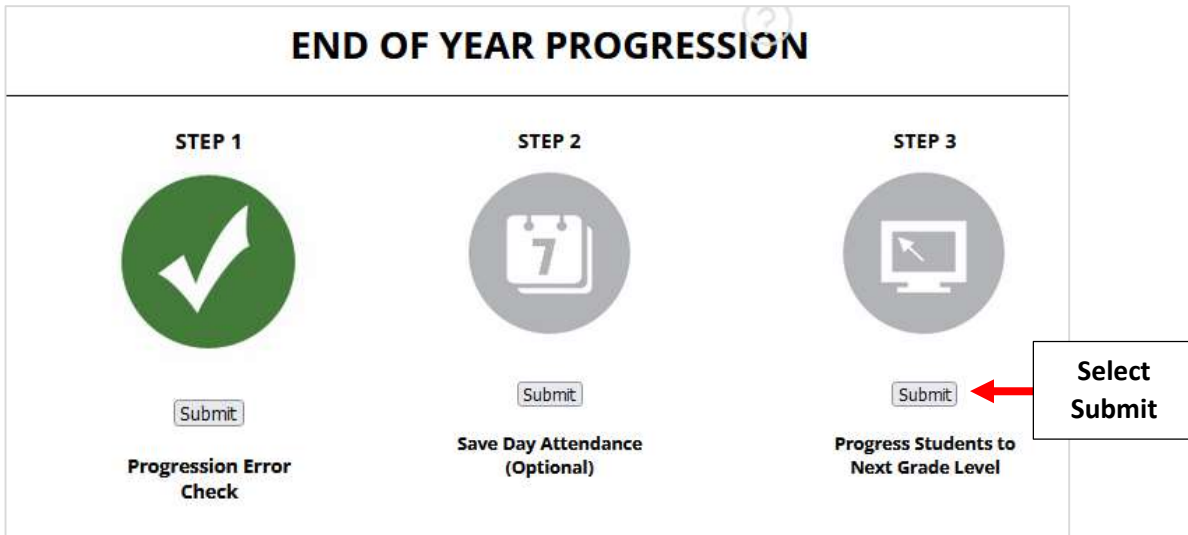
Once Completed Checkmark will Turn Green



Step 2: Save Day Attendance (Used Only for Schools with Transcripts)

****Brooklyn Schools Do Not Complete****

Step 3. Select "Submit" for Step 3: Progress Students to Next Grade Level



The Following Message will Display. Once Confirmed Next Year's Data has been Entered Correctly Select "OK" to Continue. ****Please Note this CANNOT Be Undone****

This function will take the enrolled and pre-enrolled students and progress them to next year's grade level and status as shown in the student screen.

YOU SHOULD NOT RUN THIS JOB UNTIL YOU ARE SURE THAT NEXT YEAR'S DATA IS CORRECTLY ENTERED!

YOU CAN ONLY RUN THIS JOB ONCE PER YEAR!

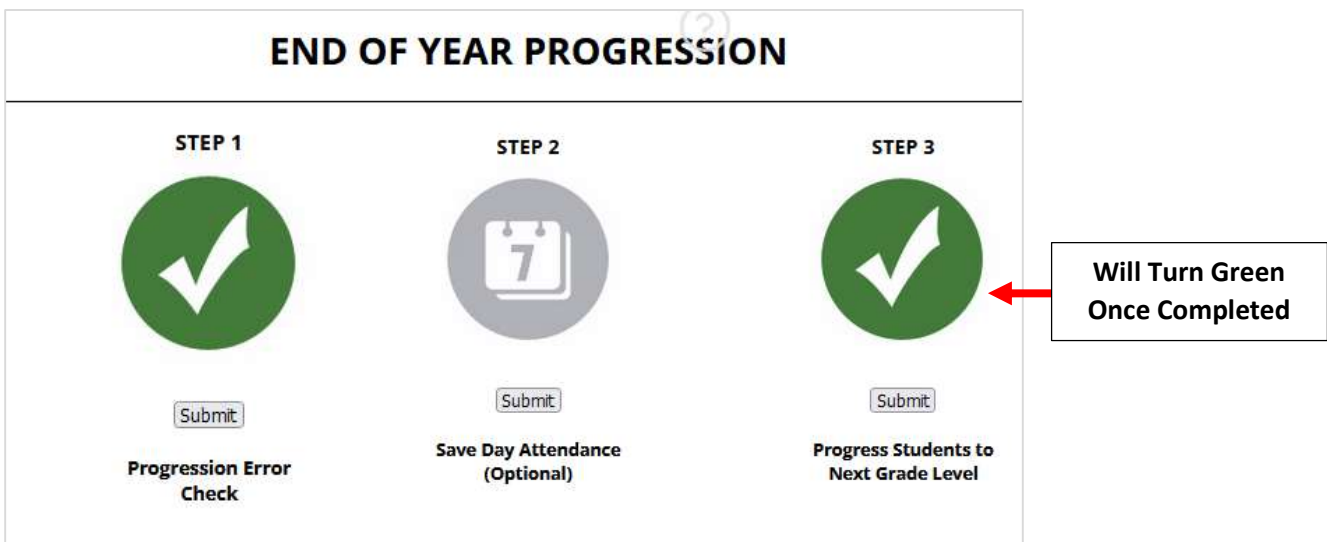
ARE YOU SURE YOU WISH TO PROCEED?

OK

Select OK

****Please Note this**
CANNOT Be Undone**

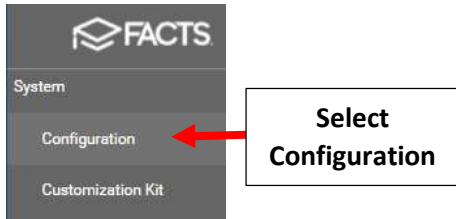
Once Completed Checkmark will Turn Green



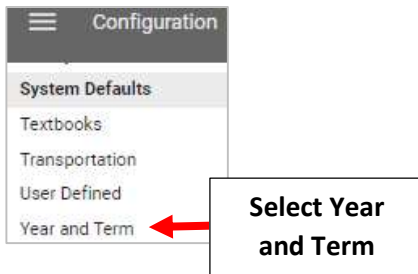
Update/Configure Areas for Next Year

Update Default Year and Term - If Changes are Needed.

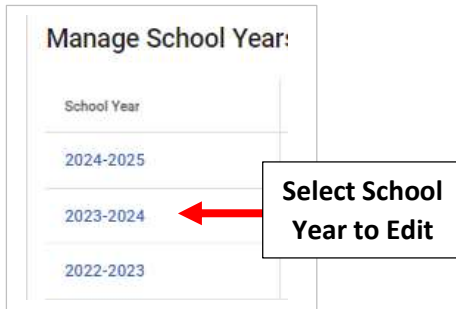
From main menu please select **Configuration**



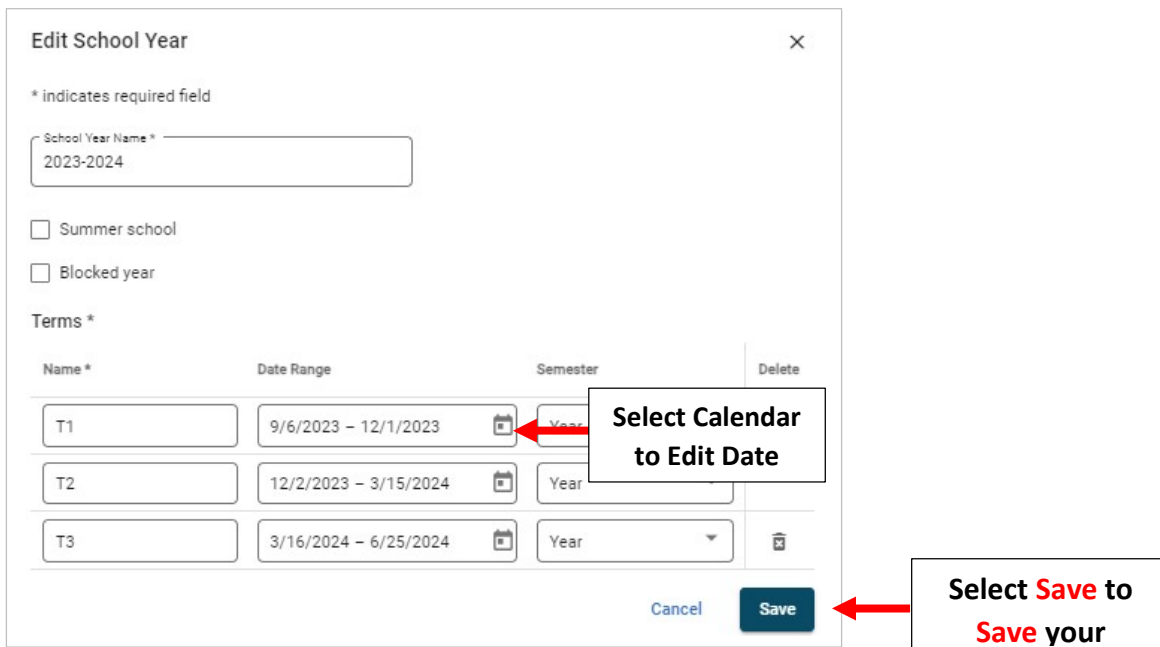
Select **Year and Term**.



Select School Year to Edit



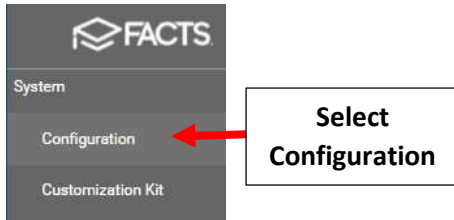
Select **Calendar** to Edit Date and Select **Save** to **Save** your Changes



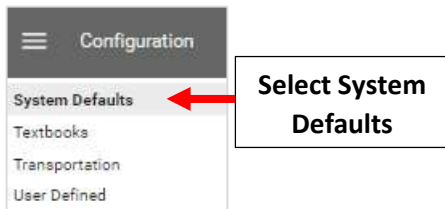
Update System Defaults for New School Year

From main menu please select **Configuration**

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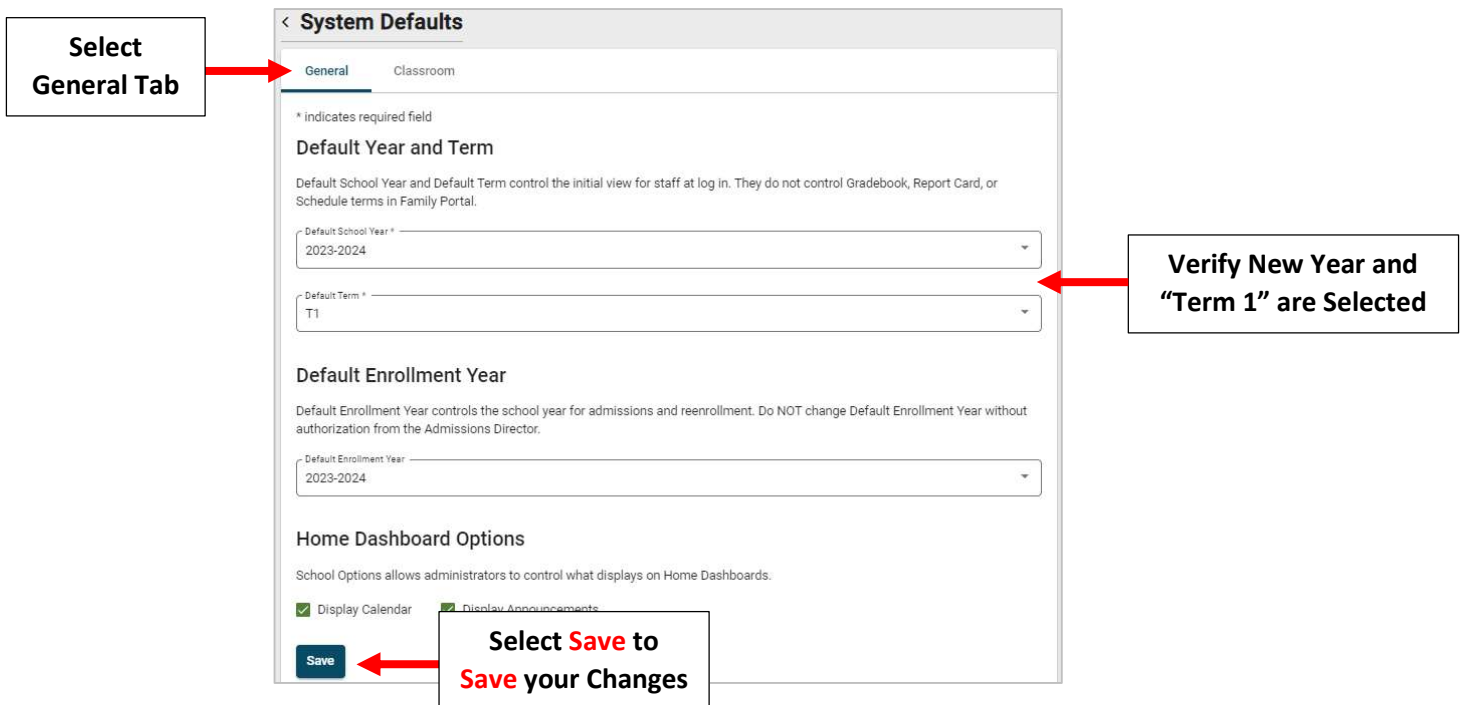


Select **System Defaults**

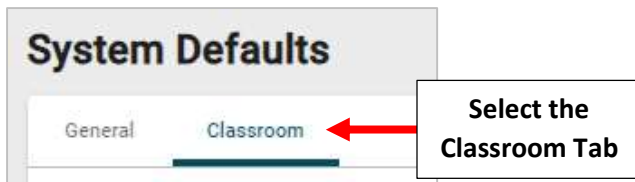


Select the **General Tab** and Verify **New Year** and **“Term 1”** are Selected. Select **Save** to **Save** your Changes

****Do Not Change Enrollment Year Without Authorization from Admissions Director****



Select the **Classroom Tab**



Under **Gradebook Editing** Place a Checkmark by “**Allow editing in default year only**” and **Terms 1 through Term 3**

Place a Checkmark by “**Allow editing in default year only**”

Place a Checkmark by **Terms 1 through Term 3**

Gradebook Editing

Gradebook Editing allows administrators to remove access to add or edit assignment grades for the current year. Administrators typically disable editing once grades are published for a term.

Allow editing in default year only

Allow access and editing to the following terms:

Term 1

Term 2

Term 3

Term 4

Term 5

Term 6

Under **Report Card Editing** Place a **Checkmark** by **Terms 1 through Term 3 and Final Grade**. Select **Save to Save** your Changes

Place a Checkmark by **Terms 1 through Term 3 and Final Grade**

Place a Checkmark by **Terms 1 through Term 3**

Report Card Editing

Report Card Editing allows administrators to limit teacher access to add or edit report card grades for the current year. Administrators should disable editing once the report card has been published.

Allow access and editing to the following:

<input checked="" type="checkbox"/> Term 1	<input type="checkbox"/> Exam 1	<input type="checkbox"/> Sem 1	<input checked="" type="checkbox"/> Final Grade
<input checked="" type="checkbox"/> Term 2	<input type="checkbox"/> Exam 2	<input type="checkbox"/> Sem 2	
<input checked="" type="checkbox"/> Term 3	<input type="checkbox"/> Exam 3	<input type="checkbox"/> Sem 3	
<input type="checkbox"/> Term 4			
<input type="checkbox"/> Term 5			
<input type="checkbox"/> Term 6			