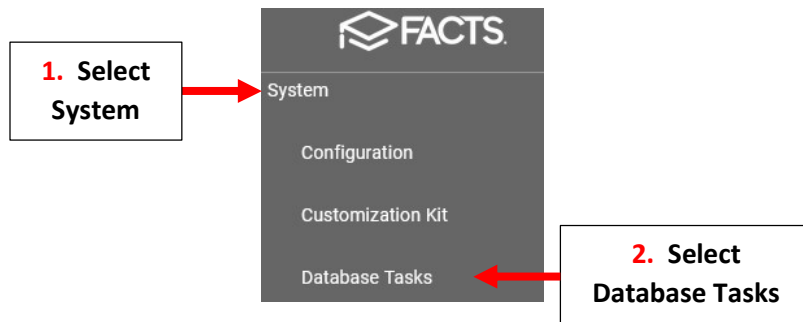
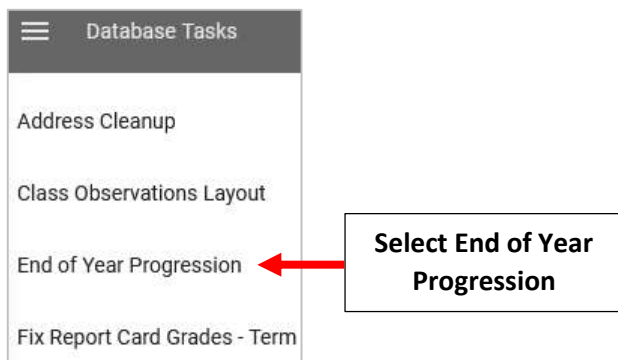


Running End of Year Progression in FACTS

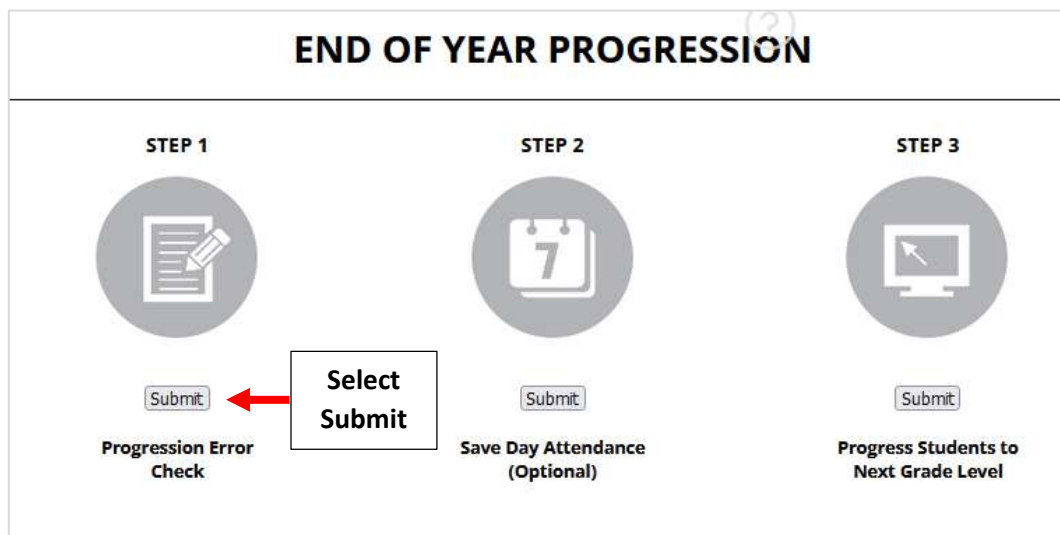
Step 1. Progression Error Check. From the Main Menu Select **System > Database Tasks**



Select **End of Year Progression**



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



The Progression Error Check Report will display. Verify that **Next Grade and Next Status** are **Correct** and Report Cards have been **Archived** (if applicable) 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 gt 9 months	Error Message
Bradley, Megan	1202678		PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Brasher, Elliott	1202599		PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Collins, Josh	1202594		PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Connolly, Ben	1202444		PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Eckert, Elena	1202721		PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Kane, Henry	1201749		PK3	Pre-Enrolled	Enrolled	MAIN	MAIN		
Leonard, Susan	1202740		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.
Oconnor, 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***

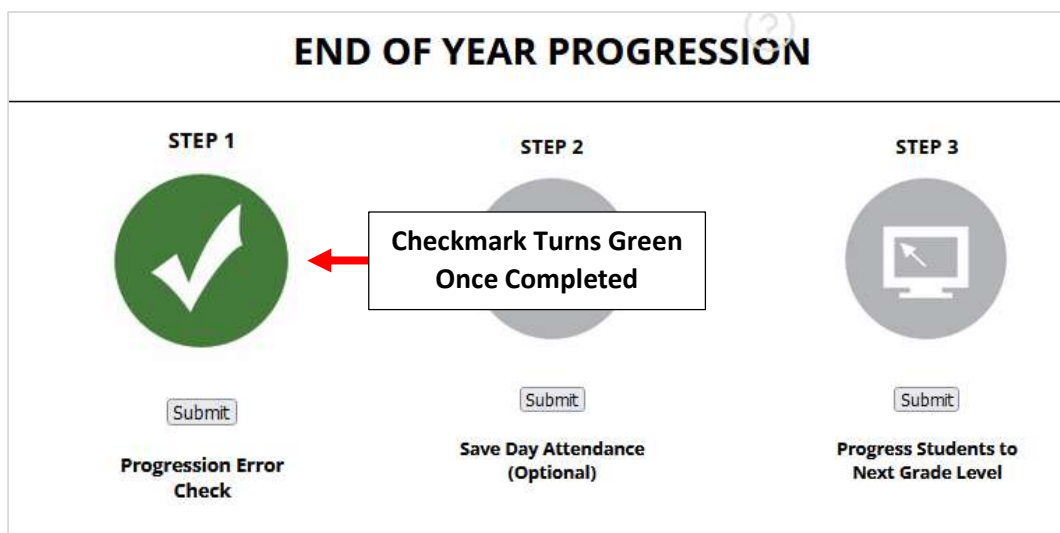
Errors Will Display in Red

Progression Error checks and Warnings:

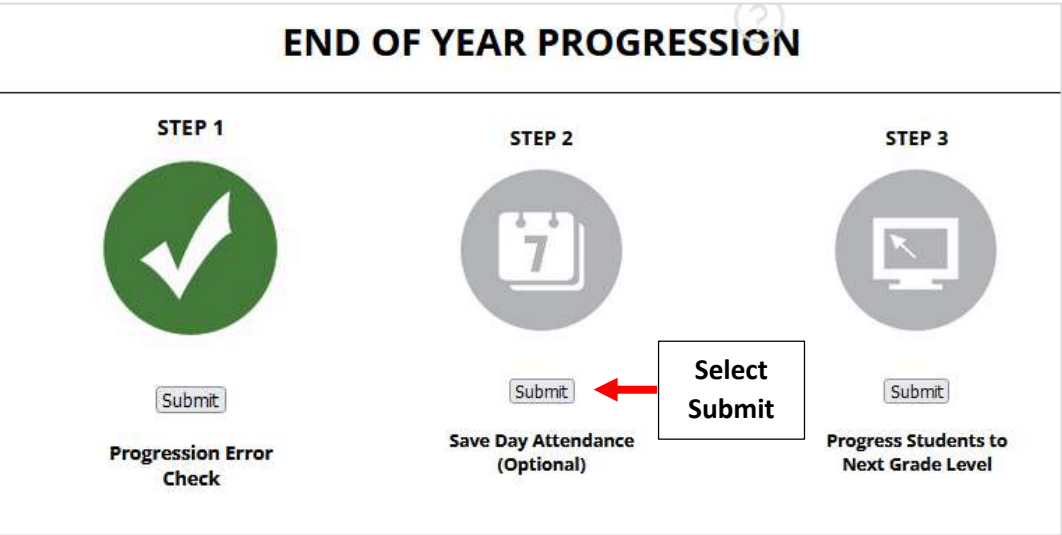
The table below explains the errors and warnings you may see on the Progression Error Check report. Some errors may be fixed using [Next Grade / Next School Clean Up](#).

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**



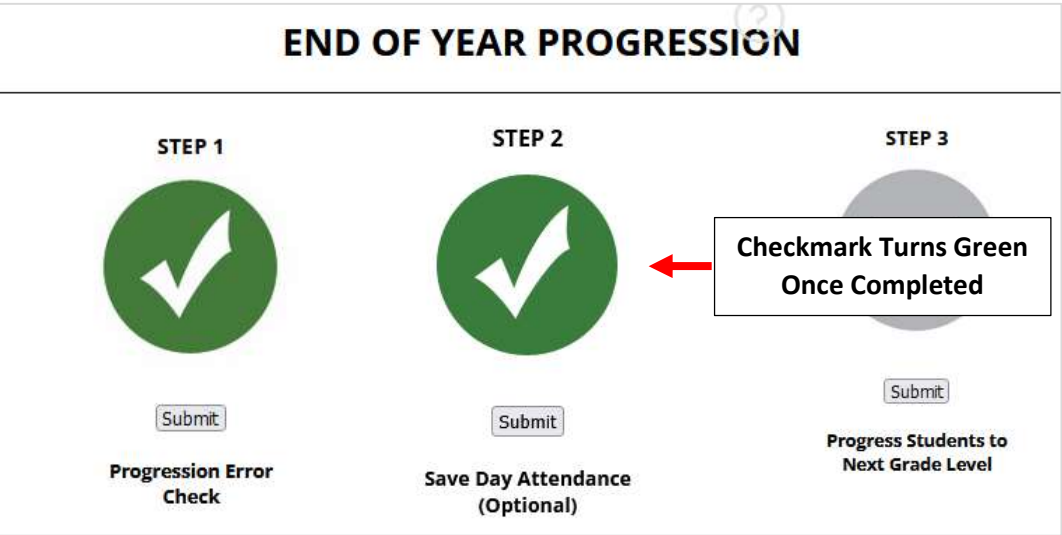
****NEW** Step 2: Save Day Attendance**



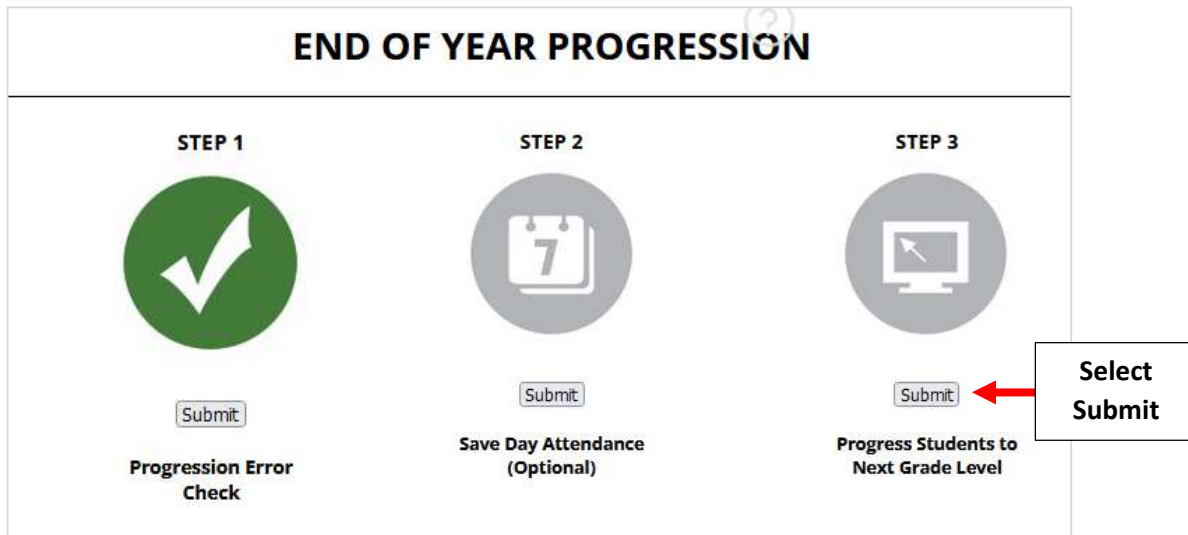
Select **"OK"** to **Save** Attendance Data to the Transcript



Once Completed Checkmark will Turn **Green**



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



The Following Message will Display. Select **"OK"** to Confirm **Next Year's Data** has been **Entered Correctly**
*****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!

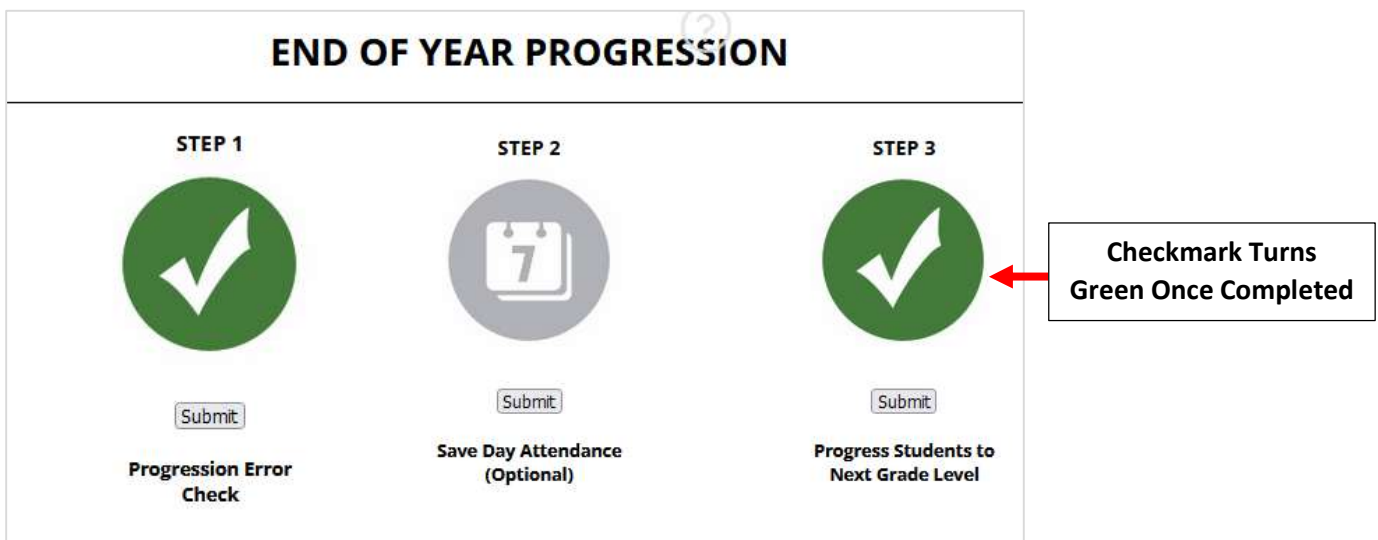
ARE YOU SURE YOU WISH TO PROCEED?

Select OK



*****Please Note ** Once OK is Selected it CANNOT Be Undone***

Once Completed Checkmark will Turn **Green**

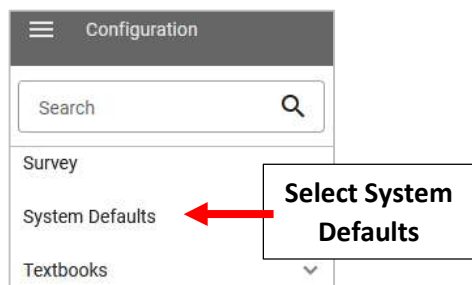


Step 4: Verify System Defaults for New School Year

From Main Menu please select **System > Configuration**



Select **System Defaults**

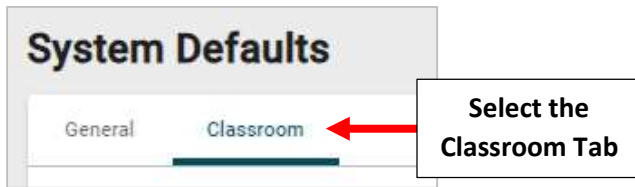


Select the **General** Tab and Verify **New Year** and **"Term 1"** are Selected. Select **Save** to **Save** your Changes

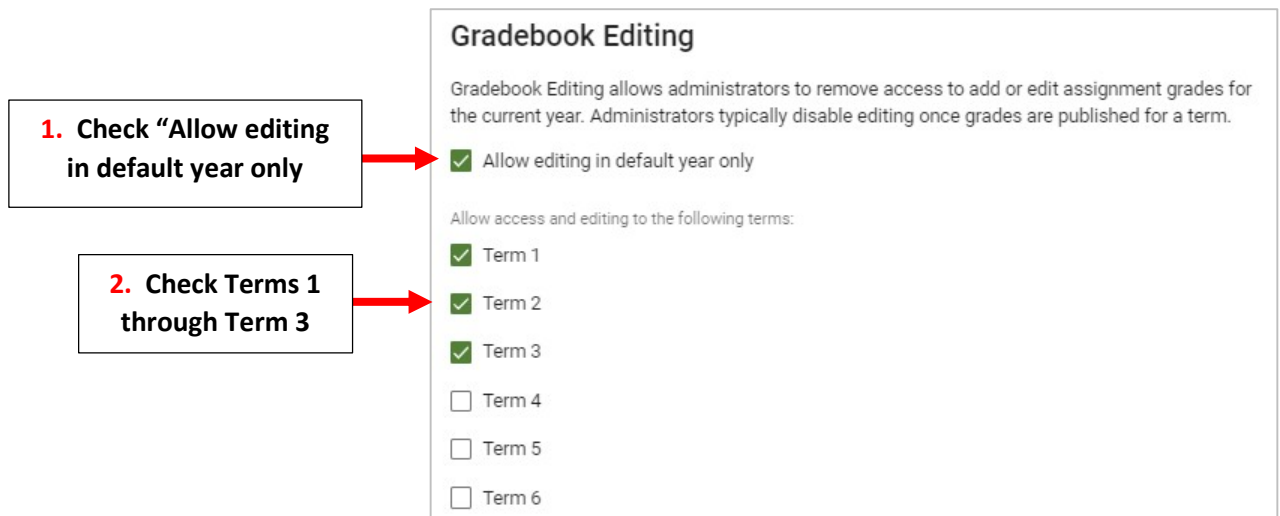
*****Do Not Change Enrollment Year Without Authorization from Admissions Director*****

The screenshot shows the 'System Defaults' form with two tabs: 'General' and 'Classroom'. The 'General' tab is active. Below the tabs, there is a note: '* indicates required field'. The first section is 'Default Year and Term', which includes a description: 'Default School Year and Default Term control the initial view for staff at log in. They do not control Gradebook, Report Card, or Schedule terms in Family Portal.' It contains two dropdown menus: 'Default School Year*' (set to '2025-2026') and 'Default Term*' (set to 'T1'). A red arrow points from a box labeled '2. Verify New Year and Term 1 are Selected' to the 'Default Term*' dropdown. The second section is 'Default Enrollment Year', with a description: 'Default Enrollment Year controls the school year for admissions and reenrollment. Do NOT change Default Enrollment Year without authorization from the Admissions Director.' It contains a dropdown menu 'Default Enrollment Year' (set to '2025-2026'). The third section is 'Home Dashboard Options', with a description: 'School Options allows administrators to control what displays on Home Dashboards.' It has two checkboxes: 'Display Calendar' and 'Display Announcements', both of which are checked. At the bottom of the form is a blue 'Save' button. A red arrow points from a box labeled '3. Select Save to Save your Changes' to the 'Save' button. Another red arrow points from a box labeled '1. Select General Tab' to the 'General' tab.

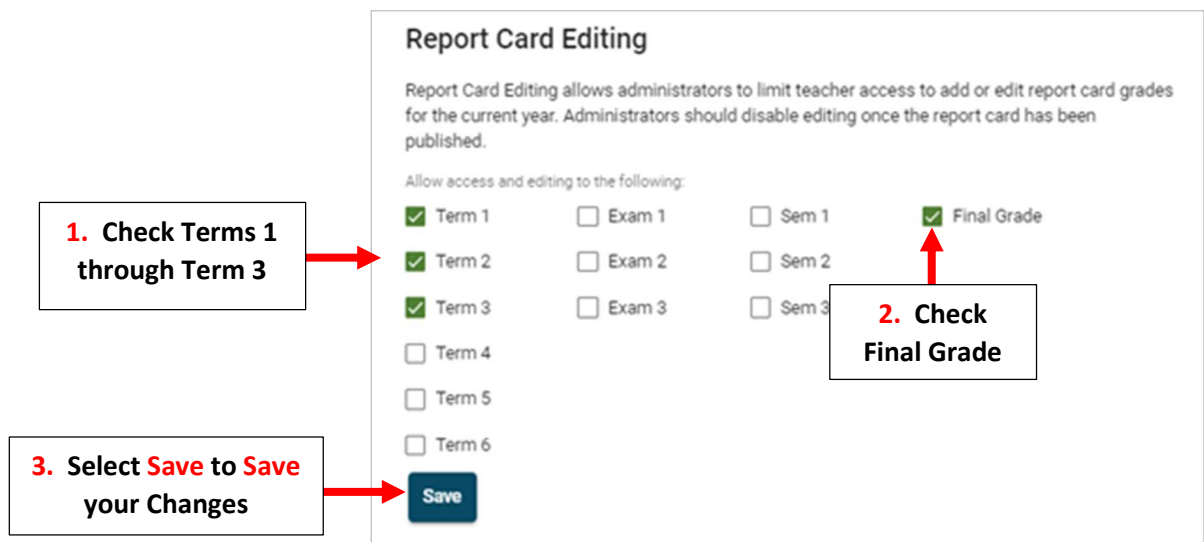
Select the **Classroom** Tab



Under “Gradebook Editing” Verify “**Allow editing in default year only**” and **Terms 1** through **Term 3** are Checked



Under “Report Card Editing” Verify **Terms 1** through **Term 3** and **Final Grade** are Checked. Select **Save** to **Save** your Changes



Progression is now complete!