### 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 Verify that Next Grade and Next Status are Correct and Report Cards have been Archived (if applicable) for all students.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 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 <b>Next School</b> selected; may be ignored if the student will be <b>Withdrawn</b> next year.	Correct the student's Next School.	
Error: Missing next status	Student has no Next Status.	Correct the student's <b>Next Status</b> or change to <b>Withdrawn</b> if the student is not returning.	
Error: Missing n <mark>e</mark> xt grade	Student's Next Status is Enrolled, but no next Grade Level is selected.	Confirm student's <b>Next School</b> is correct, then select the student's next <b>Grade Level</b> . 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 <b>Next Status</b> is <b>Withdrawn</b> but student has a next <b>Grade Level</b> 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 <b>Next School</b> 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 <b>Withdrawn</b> next year.	Correct the student's Next School if the student is returning next year.	

#### **Once Completed Checkmark will Turn Green**





### 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\*\*



\*\*Please Note \*\* Once OK is Selected it <u>CANNOT</u> 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\*\*

1. Select General Tab	General Classroom	
	* indicates required field Default Year and Term 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. Default School Year* Default School Year* Default Term* 2025-2026 2. Verify New	v Year and
	Default Enrollment Year         Default Enrollment Year controls the school year for admissions and reenrollment. Do NOT change Default Enrollment Year without authorization from the Admissions Director.         Default Enrollment Year         2025-2026	
	Home Dashboard Options School Options allows administrators to control what displays on Home Dashboards. Display Calendar Display Announcements	
3. Select Save to Save your Changes	Save	



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!