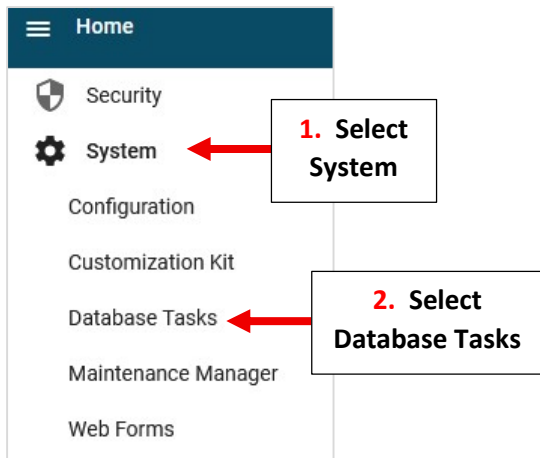
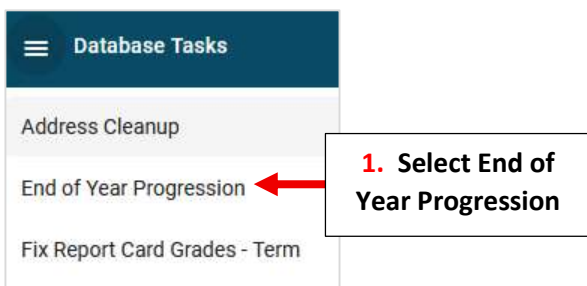


Running End of Year Progression in FACTS

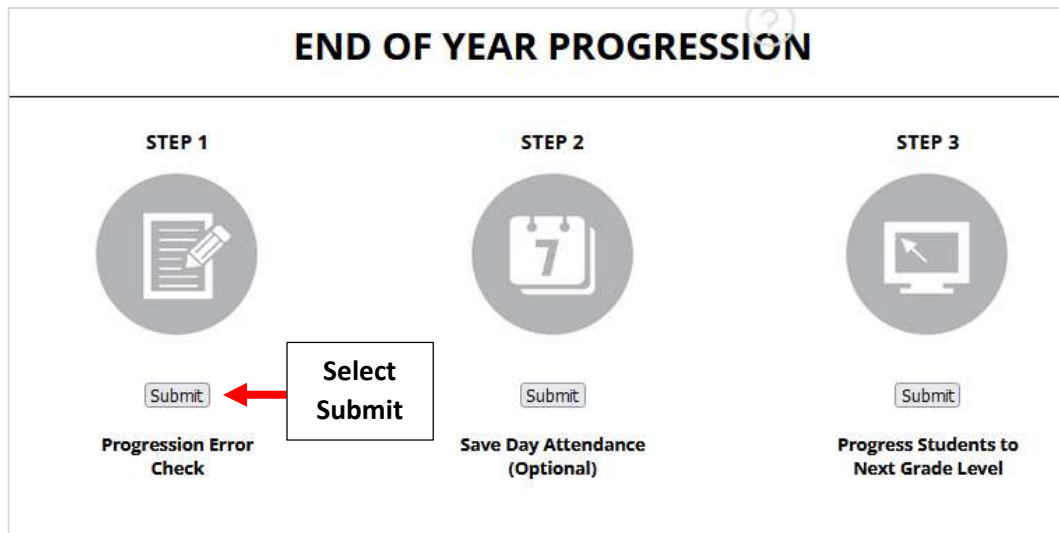
Step 1. Progression Error Check. From the Main Menu Select **System > Database Tasks**



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

Catholic Academy (2025-2026)

Printed: 04-Jun-26

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
Bay Ridge Catholic Academy	2026-2027

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

Student Next Year Status Check: (2025-2026)

(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.

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.

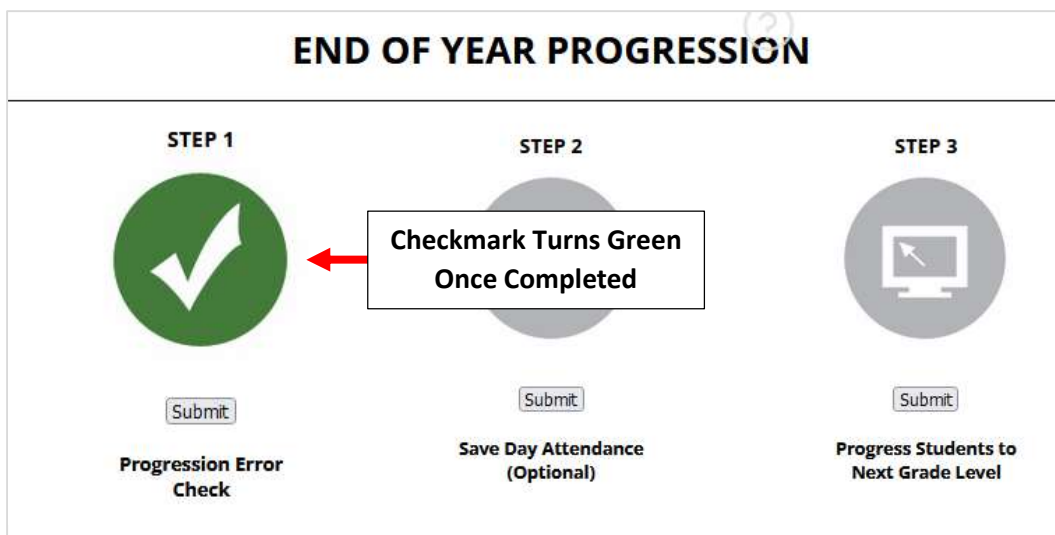
Errors Will Display in Red

Progression Error checks and Warnings:

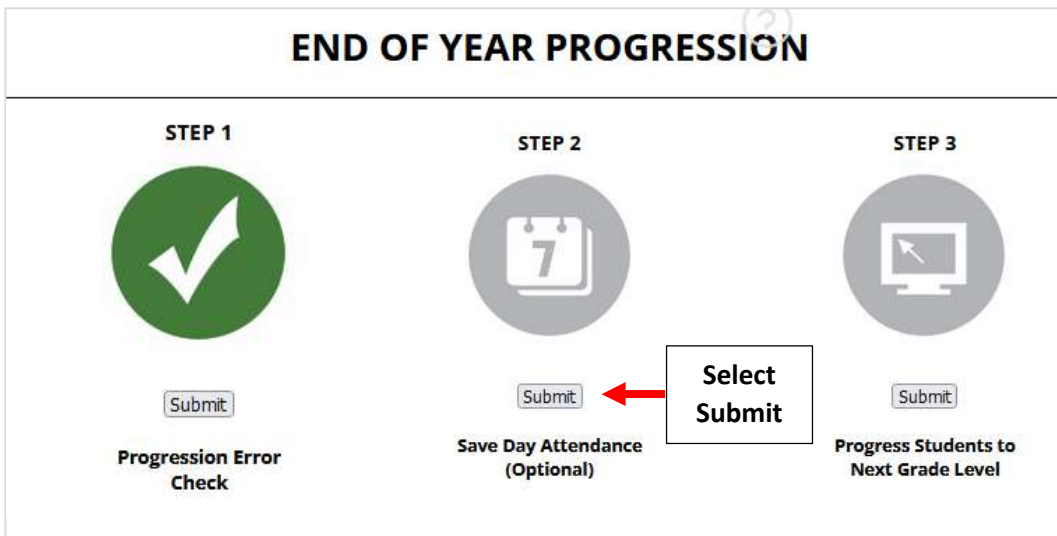
The table below explains the errors and warnings you may see on the Progression Error Check report. Some errors may be fixed using [Next Grade / Next School Clean Up](#).

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.

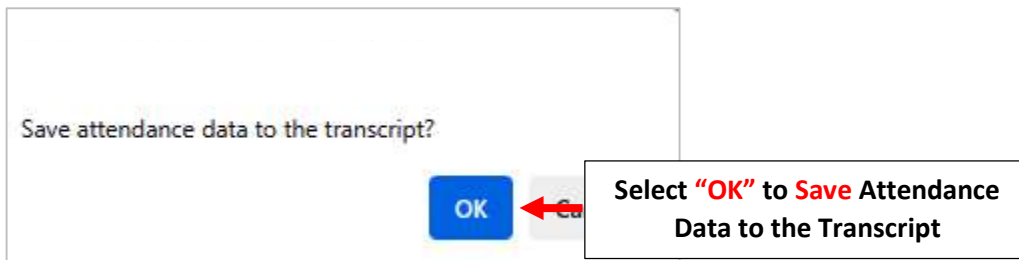
Once Completed Checkmark will Turn Green



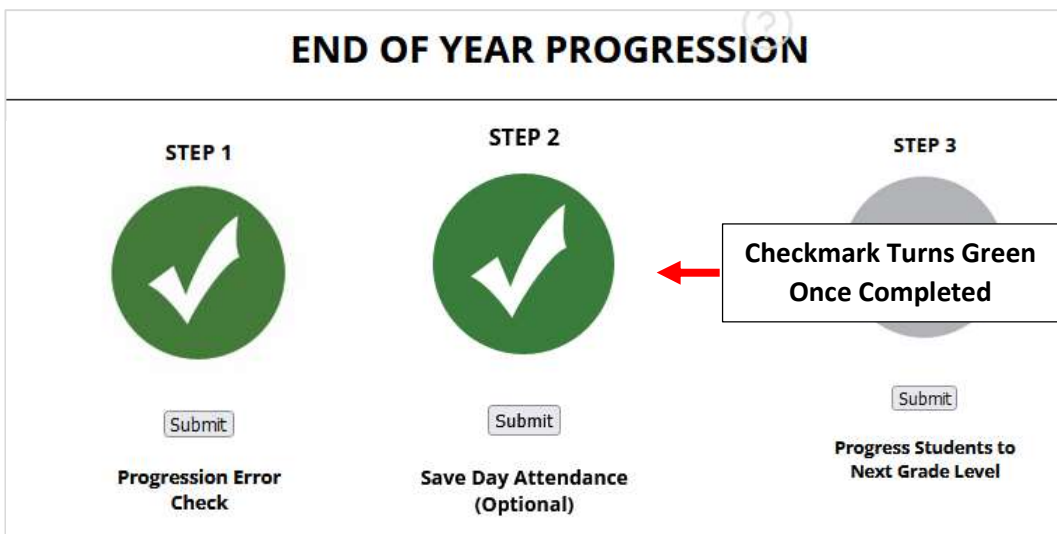
****NEW**** Step 2: Save Day Attendance



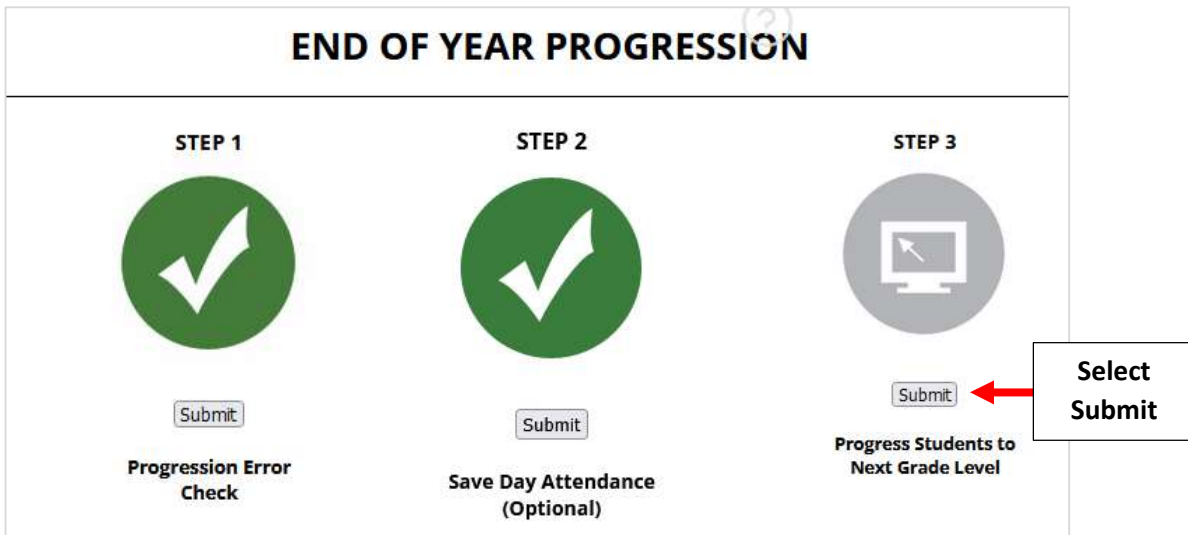
Select **"OK"** to Save Attendance Data to the Transcript



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!

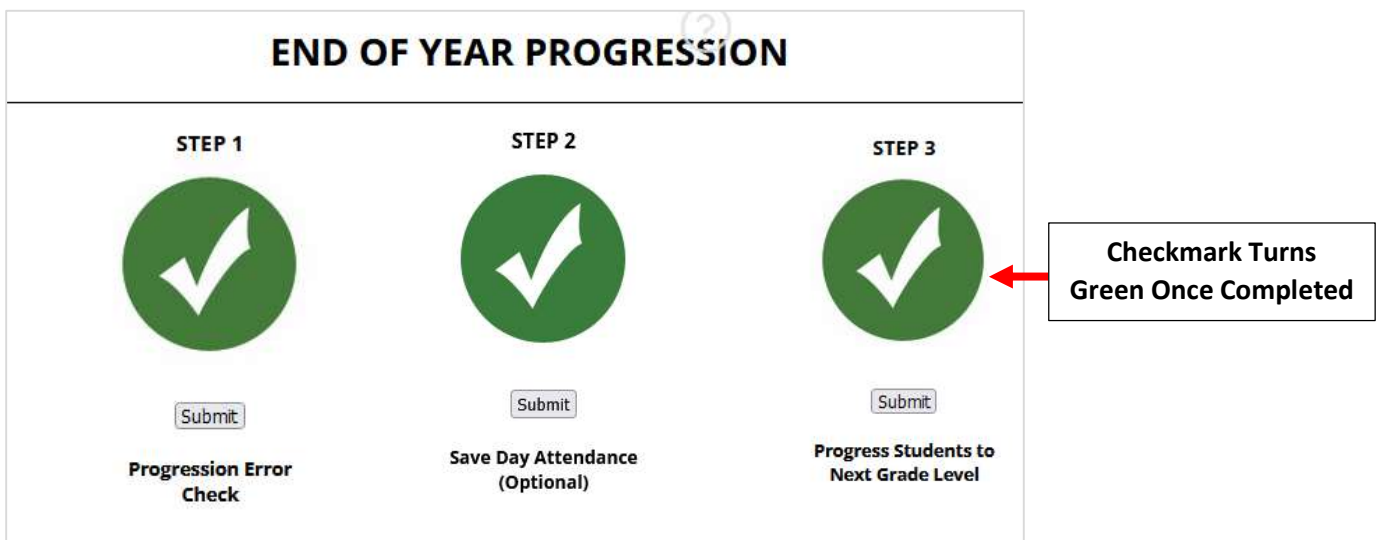
ARE YOU SURE YOU WISH TO PROCEED?

OK

Select OK

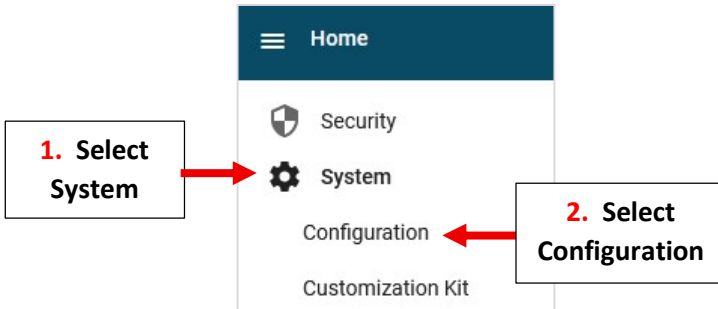
****Please Note ** Once OK is Selected it CANNOT Be Undone**

Once Completed Checkmark will Turn Green

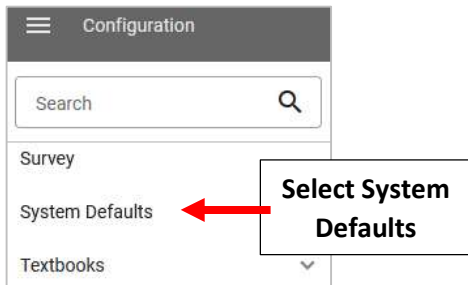


Step 4: Verify System Defaults for New School Year

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

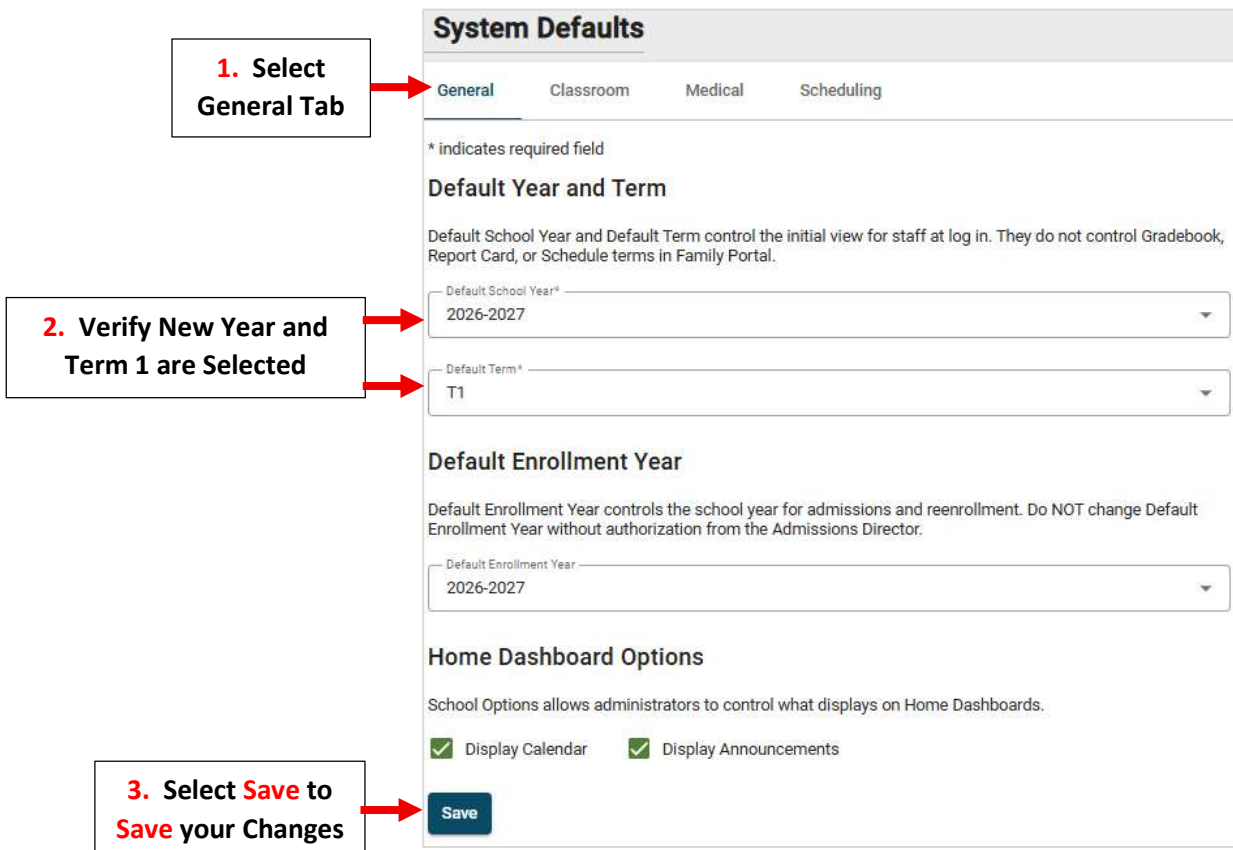


Select System Defaults



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

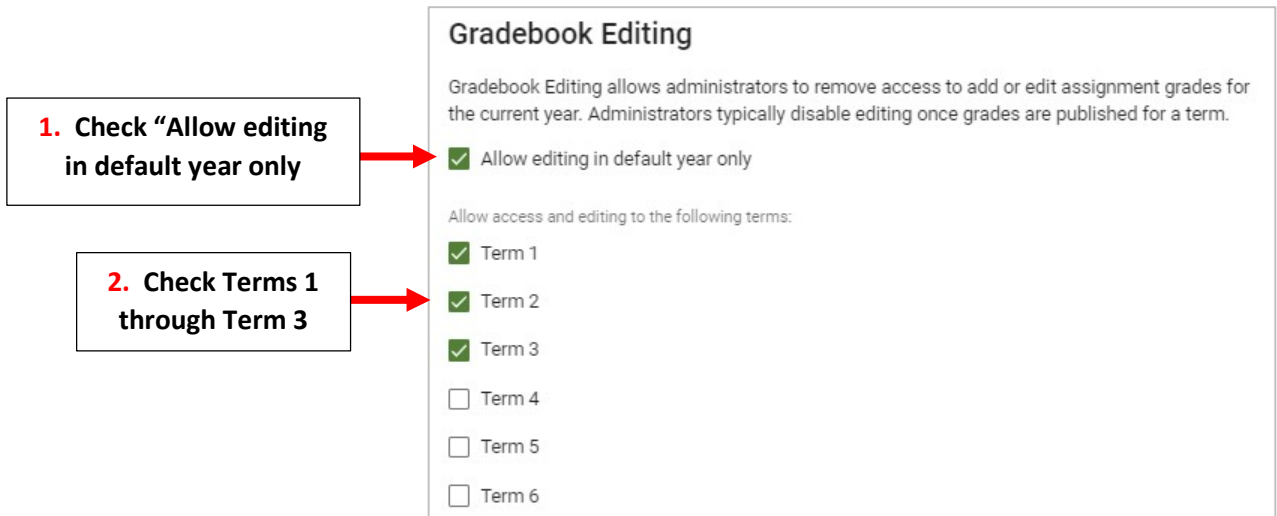
****Do Not Change Enrollment Year Without Authorization from Admissions Director****



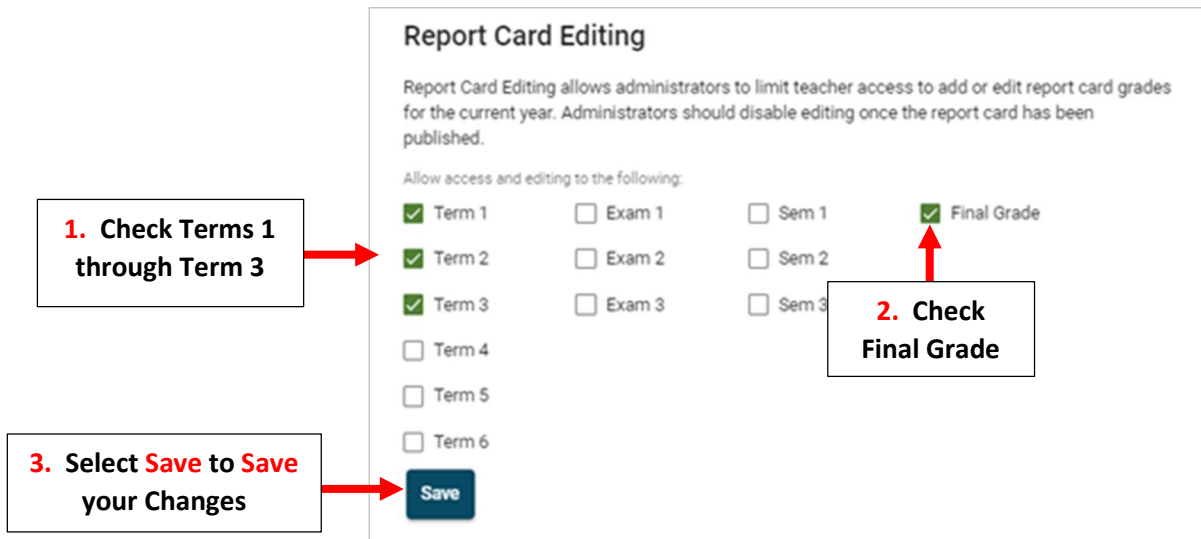
Select the **Classroom** Tab



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!