



End of Final Semester

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The following tasks must be done at the end of the final semester.

Complete all [End of Semester](#) tasks, plus the following:

| Task | Resource |
|--|--|
| Grade Reporting | |
| <input type="checkbox"/> Assign pass/fail indicators and verify course completion records for PEIMS. NOTE: These indicators must be set for 1st grade and above. | QuickGuide: Assign Pass/Fail Indicators |
| <input type="checkbox"/> (Elementary campuses) Compute final grades, whether the campus uses semester grades or cumulative year-to-date averages. | Grade Reporting > Utilities > Grade Computation Elementary |
| <input type="checkbox"/> (Elementary campuses) Print final report cards with the promotion/retained message. | <input type="checkbox"/> SGR1400 - Elementary Report Cards (set Print Promoted/Retained Msg to Y) |



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