

Assign or Clear Year-End-Status Codes

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This utility assigns or clears the year-end-status codes for the campus or a specific grade level. It also clears the retained reason codes.

Before clearing the codes to start the new school year, ensure that the end-of-year processing and PEIMS submissions have been completed.

Year-end-status codes

01 - Promoted next grade
02 - Retained same grade
03 - Place in the next grade
04 - Placed in transitional program
06 - Promoted from transitional program to regular grade
10 - Not advanced next grade
11 - Advanced next grade
12 - Graduated
13 - Obtained GED
14 - Met requirements but did not pass STAAR/TAKS
15 - Grade 12 but not enough credits to graduate
21 - Status pending - complete summer school
22 - Status pending - other
23 - Left district before - no status (**NOTE:** Code 23 should be used for withdrawn students to prevent them from being included on the ASDR error report.)

Update data:

Assign Year-end-status by	**Campus**	Select to assign or clear data by campus. The campus ID to which you are logged on is displayed.
	Grade Level	Select to assign or clear data for a particular grade level. If selected, the **Grd Lvl** field is displayed. Select the grade level.
		Graduate Exit Date (Grade 12 only) — Enter the **Graduate Exit Date**. **NOTE**: To avoid funding impacts, enter the Graduate Exit Date as the day **AFTER** the last day of school.

Assign/Clear	**Assign**	If selected, only blank year-end-status codes are updated, and retained reason codes are cleared. Blank year-end-status codes are updated as follows: • Grade levels KG and 1-8 are updated to code *01* (*Promoted next grade*). • Grade levels 9-11 are updated to code *11* (*Advanced next grade*). • Grade level 12 is updated to code *12* (*Graduated*). If a Graduate Exit Date is entered, when the Year-End-Status Code is assigned, the system will also: • Populate the Exit Date • Assign *Reason Code 01*
	Clear	If selected, the year-end-status and retained reason codes are cleared. If Grade Level 12 is selected and a Graduate Exit Date is entered, the utility will clear the following fields: • Year-End-Status Code • Exit Date • Reason Code This occurs only if the student has: • An **Exit Date** that matches the date entered in the **Graduate Exit Date** field • Reason Code = 01 • Year-End-Status Code = 12 **IMPORTANT:** This should only be done at the beginning of the school year.

❑ Click **Execute**.

A message is displayed indicating that the process is complete. Click **OK**.


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