



## Assign or Clear Year-End-Status Codes



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# Assign or Clear Year-End-Status Codes

## Grade Reporting > Utilities > Assign or Clear Year-End-Status Code

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.

### Update data:

Field	Description	
<b>Assign Year-end-status by</b>	<b>Campus</b>	Select to assign or clear data by campus. The campus ID to which you are logged on is displayed.
	<b>Grade Level</b>	Select to assign or clear data for a particular grade level. If selected, the <b>Grd Lvl</b> field is displayed. Select the grade level.
<b>Assign/Clear</b>	<b>Assign</b>	<p>If selected, only blank year-end-status codes are updated, and retained reason codes are cleared.</p> <p>Blank year-end-status codes are updated as follows:</p> <ul style="list-style-type: none"> <li>Grade levels KG and 1-8 are updated to code 01 (<i>Promoted next grade</i>).</li> <li>Grade levels 9-11 are updated to code 11 (<i>Advanced next grade</i>).</li> <li>Grade level 12 is updated to code 12 (<i>Graduated</i>).</li> </ul>
	<b>Clear</b>	<p>If selected, the year-end-status and retained reason codes are cleared.</p> <p><b>IMPORTANT:</b> This should only be done at the beginning of the school year.</p>

Under Assign Year-end-status by, select the group by which you want to assign or clear data.

If you select Grade Level, the Grd Lvl field is displayed.

Click to select the grade level.

Under Assign/Clear, select Assign or Clear.

If you select Assign, 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 01 (*Promoted Next Grade*).

Grade levels 9-11 are updated to 11 (*Advanced Next Grade*).

Grade level 12 is updated to 12 (Graduated).

If you select Clear, the year-end-status and retained reason codes are cleared.

Note: This should only be done at the beginning of the school year.

Click Execute. A message is displayed indicating that the process is complete.



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