



# Assign or Clear Year-End-Status Codes



# Table of Contents

**Assign or Clear Year-End-Status Codes ..... 1**



# 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	
Assign Year-end-status by	<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>Graduate Exit Date (Grade 12 only)</b>	Enter the <b>Graduate Exit Date</b> . <b>NOTE:</b> To avoid funding impacts, enter the Graduate Exit Date as the day <b>AFTER</b> the last day of school.

Field	Description
<b>Assign/Clear</b>	<p><b>Assign</b> 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 <i>01 (Promoted next grade)</i>.</li> <li>• Grade levels 9-11 are updated to code <i>11 (Advanced next grade)</i>.</li> <li>• Grade level 12 is updated to code <i>12 (Graduated)</i>.</li> </ul> <p>If a Graduate Exit Date is entered, when the Year-End-Status Code is assigned, the system will also:</p> <ul style="list-style-type: none"> <li>• Populate the Exit Date</li> <li>• Assign Reason Code <i>01</i></li> </ul>
	<p><b>Clear</b> If selected, the year-end-status and retained reason codes are cleared.</p> <p>If Grade Level 12 is selected and a Graduate Exit Date is entered, the utility will clear the following fields:</p> <ul style="list-style-type: none"> <li>• Year-End-Status Code</li> <li>• Exit Date</li> <li>• Reason Code</li> </ul> <p>This occurs only if the student has:</p> <ul style="list-style-type: none"> <li>• An <b>Exit Date</b> that matches the date entered in the <b>Graduate Exit Date</b> field</li> <li>• Reason Code = 01</li> <li>• Year-End-Status Code = 12</li> </ul> <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.



## Back Cover