



Assign or Clear Year-End-Status Codes

Table of Contents

Assign or Clear Year-End-Status Codes 1

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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 | 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. |

| Field | Description |
|---------------------|---|
| Assign/Clear | <p>Assign 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"> • Grade levels KG and 1-8 are updated to code <i>01 (Promoted next grade)</i>. • Grade levels 9-11 are updated to code <i>11 (Advanced next grade)</i>. • Grade level 12 is updated to code <i>12 (Graduated)</i>. <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"> • Populate the Exit Date • Assign Reason Code <i>01</i> |
| | <p>Clear 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"> • Year-End-Status Code • Exit Date • Reason Code <p>This occurs only if the student has:</p> <ul style="list-style-type: none"> • An Exit Date that matches the date entered in the Graduate Exit Date field • Reason Code = 01 • Year-End-Status Code = 12 <p>IMPORTANT: This should only be done at the beginning of the school year.</p> |

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



Back Cover