



Assign or Clear Year-End-Status Codes

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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.
Assign/Clear	Assign	<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"> Grade levels KG and 1-8 are updated to code 01 (<i>Promoted next grade</i>). Grade levels 9-11 are updated to code 11 (<i>Advanced next grade</i>). Grade level 12 is updated to code 12 (<i>Graduated</i>).
	Clear	<p>If selected, the year-end-status and retained reason codes are cleared.</p> <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. Click **OK**.



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