

Kentucky End-of-Year Checklist

April 2023



The Kentucky End-of-Year checklist provides information on certain activities that need to be performed within Infinite Campus at the end of the school year. Performing these steps aids in closing out the current year and preparing for the next school year.

See the Infinite Campus [End-of-Year Checklist](#) for additional guidance.

General Reference Documents: [KDE State Report Submission 22-23](#), [Kentucky State Reporting Quick Reference Guide](#), [KSIS Other Information](#) and [State Published Ad Hoc Filters](#).

Next Year Calendar and Student Enrollments

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Ensure next year calendar has been created using the Calendar Wizard	System Administration Calendar Calendar Wizard	Calendar Edit Report Calendar Summary Report	
	Use the Enrollment Roll Forward tool to create enrollments for students in the school calendar and grade level they will attend next year.	System Administration Student Enrollment Roll Forward	Enrollment Summary Report Enrollment Loss Report	
	Mark students that will be retained in current grade level		State Published Ad Hoc - Students marked as retained	
	If student enrollments were rolled forward prior to the end of school to build next year schedules, <ul style="list-style-type: none"> run the Roll Forward tool again to roll forward any students who subsequently enrolled after the initial roll forward. run the Enrollment Cleanup Wizard to remove next year enrollment records for any student who withdrew prior to the end of the school year. 	System Administration Student Enrollment Roll Forward System Administration Student Enrollment Cleanup Wizard	Enrollment Summary Report	
	Use the Transportation Roll Forward to generate transportation codes.	System Administration Transportation Transportation Roll Forward	State Published Ad Hoc - Audit Missing T Codes – District - Audit Missing T Codes - School	

Student Enrollments Cleanup

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Generate the Enrollment Status report to identify any primary enrollments with an E98 start status and update to the correct status.	Student Information Reports Enrollment Status		
	Generate the State Enrollment Overlap report to correct all overlapping primary enrollments of more than one day within the state.	Student Information Reports State Enrollment Overlap		
	Generate W22 Withdrawn Students report and verify/update student end status.	KY State Reporting KDE Reports W22 Withdrawn Students	State Published Ad Hoc - W22 with no Records Request -W22 with no Subsequent Records Request	
	Verify all student enrollments are set to the first day of the school calendar. Generate the Enrollment Status report to list all enrollments. Use the Enrollment Cleanup Wizard to update enrollments to the first instructional day.	Student Information Reports Enrollment Status System Administration Student Enrollment Cleanup Wizard	Enrollment Status	
	Run the Enrollment Cleanup Wizard to remove next year enrollment records for any student who withdrew prior to the end of the school year.	System Administration Student Enrollment Cleanup Wizard	Enrollment Summary Report	
	Update enrollment roll forward attributes to ensure student state enrollment data is accurate. Examples: Special Education information, resident district and	System Administration Student Enrollment Cleanup Wizard		

Grade Reports | Post Grades | Transcripts | eTranscripts | End Dates/Status

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Generate Missing Grades report to ensure teachers have posted final grades for all terms.	Grading and Standards Reports Grades Report		
	Post appropriate grades using the Transcript Post to student transcripts.	System Administration Student Portfolio Transcript Post		
	Print report cards and/or transcripts for record keeping.	Grading & Standards Reports Report Card Grading & Standards Reports Transcript Batch		
	Upload in progress eTranscripts to Parchment for all students except graduates.	Grading & Standards Reports eTranscript Batch	If you receive an error follow the guidance on eTranscript Errors and Trouble Shooting document.	
	Use Enrollment End Batch tool to assign <u>graduates</u> an enrollment end date and end status (G-code) and diploma date, type and period by mid-June.	System Administration Student Enrollment End Batch	Enrollment End Status Validation Report G-code Validation High School Aggregate report State Published Ad Hoc -ENR – CO1 with Diploma Dates -ENR – G Codes -ENR – Grade 14 Students with CO1 End Status -ENR – Senior SSYP Invalid G Code -ENR – Seniors with CO1 -ENR – Student Enrollments Missing End Status	
	Upload final eTranscripts to Parchment for graduates after assigning graduation dates and end status to their enrollments.	Grading & Standards Reports eTranscript Batch	If you receive an error follow the guidance on eTranscript Errors and Trouble Shooting document.	

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Use Enrollment End Batch tool to assign enrollment end date and end status (C01) to all other students.	System Administration Student Enrollment End Batch	Enrollment End Status Validation Report State Published Ad Hoc -Missing Enrollment End Status	
	Roll forward reports such as transcript or report card layout using the Reports Roll Forward tool.	System Administration Preferences Reports Roll Forward		

End of Year Report Submission

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Calendar <ul style="list-style-type: none"> • Current Year Amended • Upcoming School Year • Reports submitted by June 30 	KY State Reporting Calendar Report	Calendar Edit Report Calendar Summary Report	
	English Learner End of Year <ul style="list-style-type: none"> • Data pulled by KDE on or after July 1 	KY State Reporting English Learner Extract	QA English Learners	
	Gifted and Talented <ul style="list-style-type: none"> • Reports due to KDE by June 1 	Data Integrity Tools Data Validation Data Validation Report	QA Gifted and Talented Gifted and Talented Data Validation Report State Published Ad Hoc -G&T - Invalid Start Date – Year End Cleanup - G&T Invalid General Intellectual Ability -G&T Invalid gifted category - G&T Invalid Primary Talent Pool -G&T Invalid Specific Academic Aptitude - G&T Student List	

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Health Reports <ul style="list-style-type: none"> Health Conditions/Alerts Immunizations Compliance Screening Information Data pulled by KDE on June 30 	Health Reports	Health Alerts Conditions KY Immunization Certificates Student Health Screening Report KY Health Office Visit Report	
	Homeless Children/Youth Count <ul style="list-style-type: none"> Data pulled by KDE on or after July 1 		QA Homeless State Published Ad Hoc -Homeless record missing for transfer students (2) -Homeless record prior year but not selected year	
	Immigrant <ul style="list-style-type: none"> Data pulled by KDE on or after July 1 		Title III Immigrant	
	KEES <ul style="list-style-type: none"> KEES Documentation Submitted to KHEAA by June 30 	KY State Reporting KEES Report	KEES Audit Report KEES Eligibility Report State Published Ad Hoc -KEES – Spring Graduates w/ Wrong Diploma Period -KEES – Early Spring Graduates	

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	SAAR Report <ul style="list-style-type: none"> • SAAR Application User Guide • SAAR Definitions • SAAR Application KDE User Guide for submission • SAAR Application Work Flow Graphic • Submitted to KDE on June 30 	KY State Reporting SAAR Report	State Enrollment Overlap Missing Enrollment End Status ADM/ADA Report Schedule Gap Report Overage/Underage Report Expulsion Attendance Report Funding Gap Audit Behavior Attendance Audit State Published Ad Hoc -Audit Overlapping TCodes -Audit Missing TCodes -Audit Non-Resident -Contract -Audit Partial Day -Audit Home Hospital	
	Safe Schools <ul style="list-style-type: none"> • Behavior Data Standard • Data pulled by KDE on July 1 	KY State Reporting Safe Schools	View errors from Safe Schools report.	
	SPED – Indicator 11, 12 & 13 Spreadsheet <ul style="list-style-type: none"> • Submitted to KDE by July 1 	DoSe’s will receive this report via email.	SPED Evaluation Detail	
	SPED Discipline <ul style="list-style-type: none"> • Safe Schools data pulled at KDE on July 1 	KY State Reporting Safe Schools	Restraint or Seclusion Error Report QA SPED Tableau Visualizations – Behavior Count of Days Removed	

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	SPED Exit <ul style="list-style-type: none"> Submitted to KDE by July 15 	KY State Reporting Special Ed Exit Report	QA SPED	
	School Report Card Data Quality – verify data early before Active Year change to help ensure all data syncs to State Edition.		Quality Assurance Worksheet	

Staff Information and Records

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	End date all district employment and district assignment records of staff who have left the district	Census District Employment		
	Update district assignment records for staff who change roles or assignments within the district. (Note: Do not delete assignment records. Always end date an assignment and create new assignment records as needed)	Census District Assignment		

User Rights

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Verify user accounts have been deactivated for staff leaving the district		Active User Account Access	
	Update calendar tool rights for all school calendar groups. <ul style="list-style-type: none"> Current Year Previous Calendars 	System Administration User Security User Groups		
	Review tool rights for anyone changing roles in the district and update accordingly			

Point of Sale (POS) Import

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	Turn off the POS import prior to July 1	FRAM Eligibility Import Wizard Current Year Mapping	Free/Reduced Application Management Data Standard	
	Roll forward the POS for new year	FRAM Eligibility Import Wizard New Year Mapping		
	Change the year in the IC data import mapping	FRAM Eligibility Import Wizard New Year Mapping		
	Turn the import back on between your POS and IC when ready to begin importing new year data	FRAM Eligibility Import Wizard New Year Mapping		

Active Year

Done	Task	Infinite Campus Path	Data Quality Reports	Who is Responsible and Comments
	<p>Update Campus Portal Preferences. New features were released earlier this school year.</p> <p>Change the Active Year to the new year</p>	System Administration Calendars School Years		