Kentucky End-of-Year Checklist

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April 2024

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. The Scheduling Center provides a percentage of completion and a list of tasks, including Year End, that still need to be completed, reminders of what else needs to occur, and allows quick access to those tools to make additional updates.

General Reference Documents: KDE State Report Submission, 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 Tool Search	Data Quality Reports	Who is Responsible and Comments
	Ensure next year calendar has been created using the Calendar Wizard	Calendar Wizard	Calendar Day Type Report Calendar Edits Report Calendar Summary Report	
	Use the Enrollment Roll Forward Wizard tool to create enrollments for students in the school calendar and grade level they will attend next year.	Enrollment Roll Forward Wizard	Enrollment Summary Report Enrollment Loss Report	
	Mark students that will be retained in current grade level	Enrollments	State Published Ad Hoc Filter • Students marked as retained	
	If student enrollments were rolled forward prior to the end of school to build next year schedules, • 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.	Calendar Wizard Enrollment Cleanup Wizard	Enrollment Summary Report	
	Use the Transportation Roll Forward Wizard to generate transportation codes.	Transportation Roll Forward Wizard	State Published Ad Hoc Filter • Audit Missing T Codes – District • Audit Missing T Codes - School	

Student Enrollments Cleanup

Done	Task	Infinite Campus Tool Search	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.	Enrollment Status Report		
	Generate the State Enrollment Overlap Report to correct all overlapping primary enrollments of more than one day within the state.	State Enrollment Overlap Report		
	Generate W22 Withdrawn Students Report and verify/update student end status.	W22 Withdrawn Students	State Published Ad Hoc Filter • 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.	Enrollment Status Report 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.	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	Enrollment Cleanup Wizard		

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

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Generate Missing Grades report to ensure teachers have posted final grades for all terms.	Grades Report		
	Post appropriate grades using the Transcript Post to student transcripts.	Transcript Post Wizard		
	Print report cards and/or transcripts for record keeping.	Report Card

Transcript Batch Report | | |
| | Upload in progress eTranscripts to Parchment for all students except graduates. | eTranscript Batch | If you receive an error follow the guidance on eTranscript Errors and Trouble Shooting document. | |
| | Use Enrollment End Batch Wizard to assign graduates an enrollment end date and end status (G-code) and diploma date, type and period by mid-June. | Enrollment End Batch Wizard | Enrollment End Status Validation Report

G-code Validation High School Aggregate report

State Published Ad Hoc Filter
- 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. | eTranscript Batch | If you receive an error follow the guidance on eTranscript Errors and Trouble Shooting document. | |

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

End of Year Report Submission

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Calendar • Current Year Amended • Upcoming School Year • Reports submitted by June 30	Calendar Report	Calendar Edit Report Calendar Summary Report	
	English Learner End of Year • Data pulled by KDE on or after July 1	English Learner Extract	QA English Learners	
	Gifted and Talented • Reports due to KDE by June 1	Data Validation Report	QA Gifted and Talented Data Validation Report for Gifted and Talented Group State Published Ad Hoc Filter • 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 Tool Search	Data Quality Reports	Who is Responsible and Comments
	Health Reports • Health Conditions/Alerts • Immunizations Compliance • Screening Information • Data pulled by KDE on June 30	School Health Information	Health Alerts Conditions KY Immunization Certificates Student Health Screening Report KY Health Office Visit Report	
	Homeless Children/Youth Count • Data pulled by KDE on or after July 1		QA Homeless State Published Ad Hoc Filter • Homeless record missing for transfer students (2) • Homeless record prior year but not selected year	
	Immigrant • Data pulled by KDE on or after July 1		Title III Immigrant	
	KEES • KEES Documentation • Submitted to KHEAA by June 30	KEES Eligibility	KEES Audit Report KEES Eligibility Report State Published Ad Hoc Filter • KEES – Spring Graduates w/ Wrong Diploma Period • KEES – Early Spring Graduates	

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	SAAR Report • SAAR Application User Guide • SAAR Definitions • SAAR Application KDE User Guide for submission • Submitted to KDE on June 30	SAAR Report	ADM/ADA Report Behavior Attendance Audit Expulsion Attendance Report Funding Gap Audit Home Hospital Validation Missing Enrollment End Status Overage/Underage Report Schedule Gap Report State Enrollment Overlap State Published Ad Hoc Filter • Audit Overlapping T Codes • Audit Missing T Codes • Audit Non-Resident - Contract • Audit Partial Day • Audit Home Hospital	
	Safe Schools • Behavior Data Standard • Data pulled by KDE on July 1	Safe Schools	Safe Schools Report	
	SPED – Indicator 11, 12 & 13 Spreadsheet • Submitted to KDE by July 1	DoSE's will receive this report via email	SPED Evaluation Detail	
	SPED Discipline • Safe Schools data pulled at KDE on July 1	Safe Schools	Restraint or Seclusion Error Report QA SPED Tableau Visualizations Behavior Count of Days Removed	
	SPED Exit • KDE pulls data after October 31	Special Ed Exit Report	QA SPED SPED Exit Detail Report	

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	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 Tool Search	Data Quality Reports	Who is Responsible and Comments
	End date all district employment and district assignment records of staff who have left the district	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)	District Assignments		

User Rights

Done	Task	Infinite Campus Tool Search	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. • Current Year • Previous Calendars	Calendar Rights	Tool & Calendar Right Access	
	Review tool rights for anyone changing roles in the district and update accordingly	Membership in User Groups	Tool & Calendar Right Access	

Point of Sale (POS) Import

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Turn off Scheduled Imports for the current year prior to July 1	Scheduled Imports		

Active Year

Done	Task	Infinite Campus Tool Search	Data Quality Reports	Who is Responsible and Comments
	Update Portal Display Options as needed	Portal Display Options	Portal Display Options Report	