

Year End Procedures

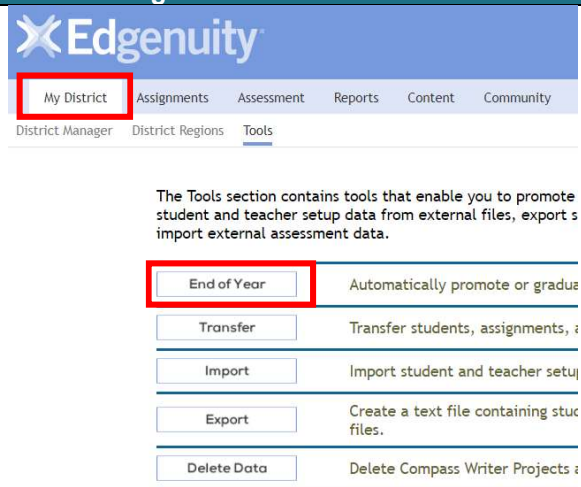
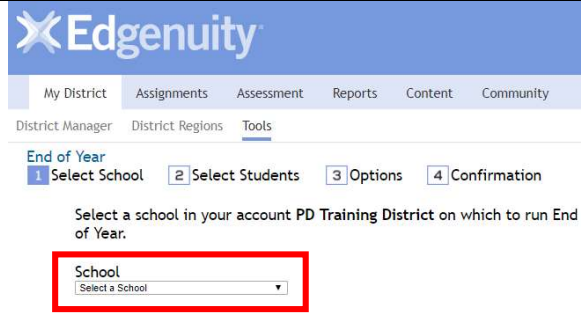
The data clean-up process and implementation reset lets you manage promotion, graduation, assignments, and class enrollment for a large number of students as part of the preparation for the next academic year. The End of Year tool is available to district and school administrators only. For additional assistance, log into the LMS and navigate to our [Help Center](#).

Action to Take	Key Tips and Best Practices	Additional Notes and Resources
Identify who will run the End of Year processes for the schools, either the district or school administrator.	<p><i>Ensure that there is <u>only one person</u> running the procedure.</i></p> <p><i>The procedure should be run <u>only once per school</u>.</i></p>	<p>Note: An End of Year promotion that is run while an earlier promotion is still queued to run will fail or will promote students multiple times.</p> <p>Note: Use the Show History option to see when a process is queued or complete; school and district administrators can see each other's End of Year queues. Other items visible in the queue should be allowed to complete before any further action is taken. Multiple items in the queue may not necessarily run in the order they were created.</p>
Identify when the End of Year processes will be run.	<p><i>Ensure that <u>no users</u> use the Learning Management System on that day until after End of Year is completed.</i></p>	<p>Note: Results created on the same day End of Year is run may be lost.</p> <p>Note: Students added to the Learning system, or to a class, while End of Year is queued will be moved up to the next grade level and possibly removed from the class.</p>
Identify and run all necessary/valuable reports for your district and school prior to running End of Year processes.	<p><i>Recommended reports include: Student Progress Reports, Learning Path Status Reports, Objective-Based Test Results Reports, and Assignment Status Report.</i></p> <p><i>Export reports in your desired format, most reports allow for PDF or CSV output.</i></p>	<p>Help Center links to reports:</p> <p>Student Progress Reports Learning Path Status Reports Objective-Based Test Results Reports Assignment Status Reports</p>
Understand the End of Year options that are available.	<p><i>Review the options from the End of Year Process Steps section to learn about option details.</i></p>	<p>Help Center link to report: End of Year – Options Tab</p>
Decide what options you will select during the End of Year processes.	<p><i>Consider whether processes will be performed on all students in the selected school. Consider if the students' assignments and class enrollment will be deleted or retained.</i></p>	
<p>*Auto Import Customers Only: Auto Import should be disabled prior to running the End of Year processes and turned back on after all schools have been processed.</p> <p>*Enterprise Customers Only: Perform a database backup prior to running End of Year processes</p>	<p><i>Verify that the grade levels have not already been changed by the Auto Import before you run the End of Year. Since the Auto Import file is updated from your Student Information System the grade levels may already have been updated.</i></p>	<p>Note: Normally schools with Auto-Import choose to not run the End of Year process. If the district has nightly import- it is not necessary to process the End of Year procedure manually. Nightly import will take care of the following: Promoting students to the next grade level and transferring students to the appropriate campus for the new school.</p> <p>Note: The district may opt to run the "graduate" only process to remove students that will no longer be in the district, and let the nightly import process promotions and transfers with the current import file.</p> <p>Note: If you are using "nightly import" for promotion and transfers, you can use the "stay in the same grade" option to remove class enrollment and/or assignments.</p>

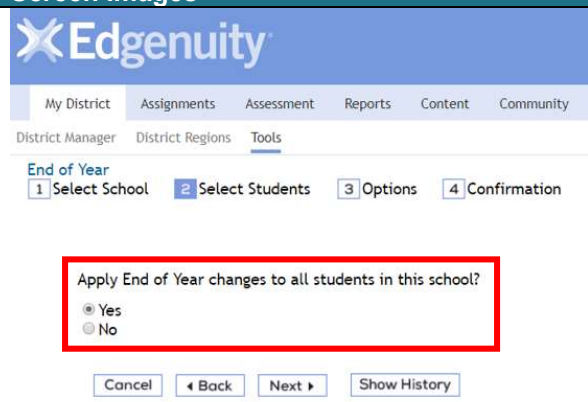
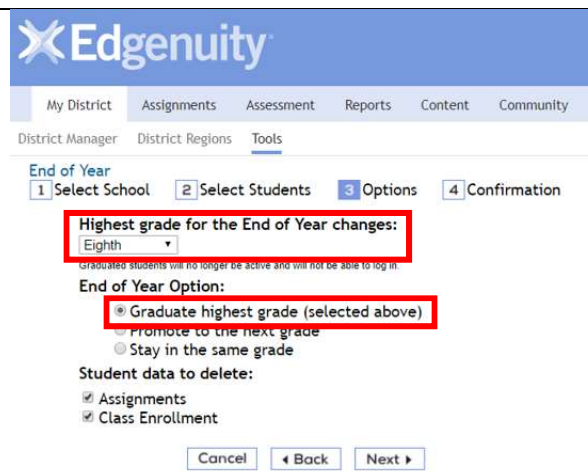
Steps for Running Data Clean-up / End of Year Process

Follow these steps in the order listed below to ensure your data is up-to-date and processed correctly.

Access Administrator Manager

Action to Take	Key Tips and Best Practices	Additional Notes and Resources
ACCESS ADMINISTRATOR MANAGER Manager gives access to all the registered information for administrators, schools, teachers, etc.	<i>District administrators manage the My District page for district level tasks.</i> <i>School administrators manage the My School page for school level tasks.</i>	Help Center links: Administrator End-of-Year
Process Steps		Screen Images
1. District administrators: click the My District tab. School administrators: click the My School tab. 2. Click Tools. 3. Click End of Year.		 <p>The Tools section contains tools that enable you to promote student and teacher setup data from external files, export s import external assessment data.</p> <ul style="list-style-type: none"> End of Year: Automatically promote or gradu Transfer: Transfer students, assignments, i Import: Import student and teacher setup Export: Create a text file containing stuc files. Delete Data: Delete Compass Writer Projects :
4. District administrators: select the school for which you want to run the end of Year process and click Next . School administrators: the process applies only at your school, therefore you will not have to complete this step.		 <p>End of Year</p> <p>1 Select School 2 Select Students 3 Options 4 Confirmation</p> <p>Select a school in your account PD Training District on which to run End of Year.</p> <p>School Select a School</p>

Graduate Students

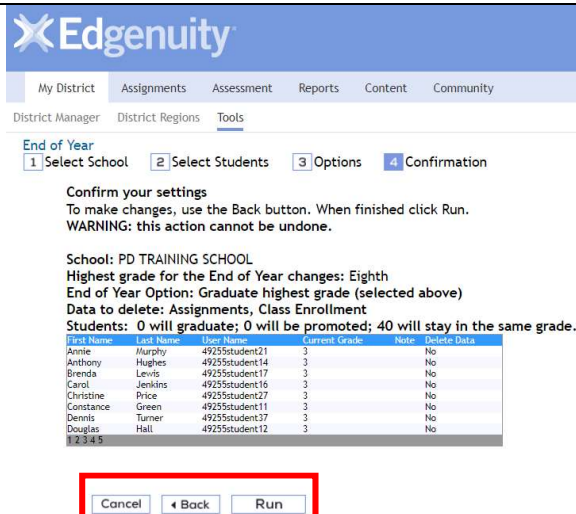
Action to Take	Key Tips and Best Practices	Additional Notes and Resources
GRADUATE STUDENTS Graduate means students will be deleted from the system.	<i>It is recommended that the grade level be changed to the previous grade for any student that will not be promoted prior to running Graduation. This is especially important to 12th graders from being graduated (deleted) if the students should remain in the system.</i>	<p>Note: This does not archive students; they will be removed from the system along with all historical data</p> <p>Note: If you have 12th grade students that will not be graduated – manually move those non-graduating students back to 11th grade prior to running the "graduation" step.</p> <p>Note: All students selected in the grade level selected will be graduated (deleted) and will no longer be able to log in.</p>
Process Steps	Screen Images	
<p>1. On the Select Students page, click Yes or No to indicate whether you want to apply changes to all students in the school.</p> <p>Yes graduates all students in the grade that you will select on the next ("Options") page.</p> <p>*If you do not want to apply changes to all students, select No. It enables you to select the students you want to include in the process (see steps for choosing No below).</p> <p>2. Click Next.</p>		
<p>3. Select the Grade to graduate from the dropdown.</p> <p>*Make sure the level you select is the level containing students you want to graduate (delete).</p> <p>4. Under End of Year Option, select Graduate highest grade (selected above) to graduate only students in the selected grade.</p> <p>*Since students will be deleted, it is not necessary to uncheck Student data to delete.</p> <p>5. Click Next.</p>		

6. Confirm your settings, make any changes needed using the Back button.

7. Click **Run** to proceed, or click **Cancel** to cancel the procedure.

**If End of Year has been run within the last six months, a warning message appears, noting the date last run.*

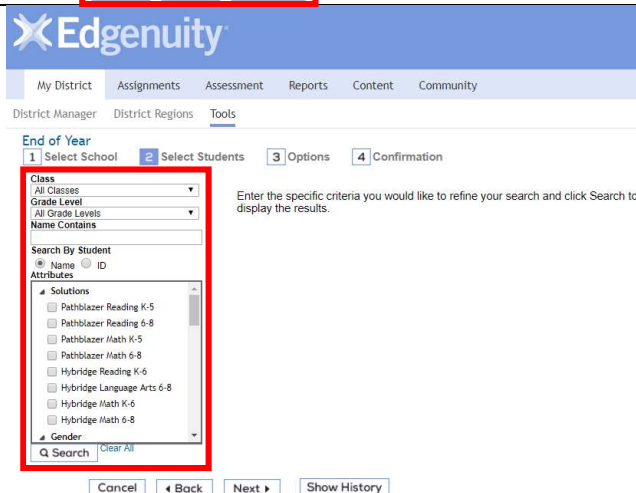
8. Once the End of Year procedure is submitted, click **Done**.



The screenshot shows the 'End of Year' confirmation screen in the Edgenuity interface. It includes a progress bar with four steps: 1. Select School, 2. Select Students, 3. Options, and 4. Confirmation. The 'Confirm your settings' section contains the following information: School: PD TRAINING SCHOOL; Highest grade for the End of Year changes: Eighth; End of Year Option: Graduate highest grade (selected above); Data to delete: Assignments, Class Enrollment; Students: 0 will graduate; 0 will be promoted; 40 will stay in the same grade. Below this is a table of students with columns for First Name, Last Name, User Name, Current Grade, Note, and Delete Data. At the bottom, there are three buttons: Cancel, Back, and Run, with the Run button highlighted by a red box.

First Name	Last Name	User Name	Current Grade	Note	Delete Data
Annie	Murphy	49255student21	3	No	No
Anthony	Hughes	49255student14	3	No	No
Brenda	Levis	49255student17	3	No	No
Carol	Jenkins	49255student16	3	No	No
Christine	Price	49255student27	3	No	No
Constance	Green	49255student11	3	No	No
Dennis	Turner	49255student37	3	No	No
Douglas	Hall	49255student12	3	No	No

If you choose **No** that you don't want to apply changes to all students in #1, you can **search** for and select one or more students from the search results to graduate.

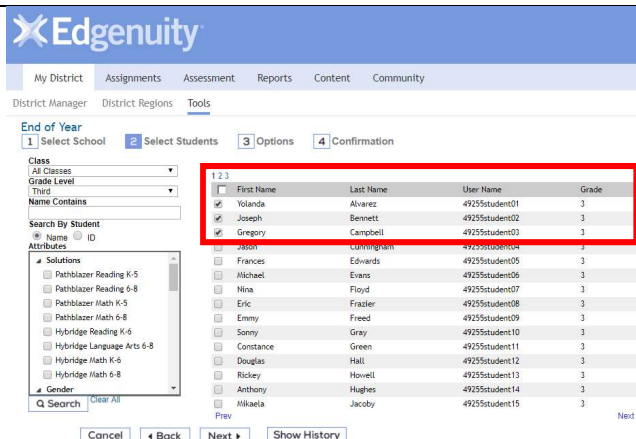


The screenshot shows the 'End of Year' search screen in the Edgenuity interface. It includes a progress bar with four steps: 1. Select School, 2. Select Students, 3. Options, and 4. Confirmation. The 'Search By Student' section is highlighted with a red box. It contains a search bar with the text 'Enter the specific criteria you would like to refine your search and click Search to display the results.' Below the search bar are several filters: Class (All Classes), Grade Level (All Grade Levels), Name Contains, Search By Student (Name, ID), and Attributes (Solutions, Gender). At the bottom, there are four buttons: Cancel, Back, Next, and Show History.

If you select certain students, only those students will be graduated.

After your selection, click **Next**.

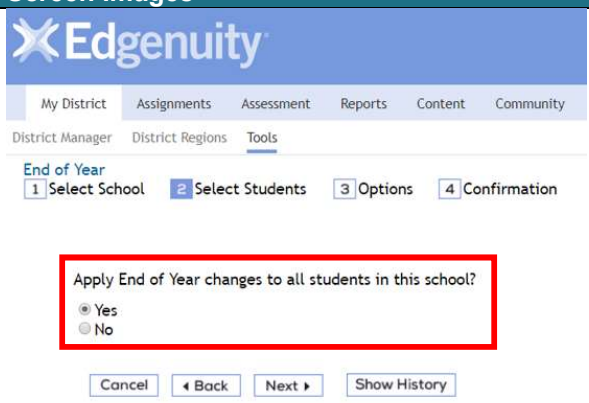
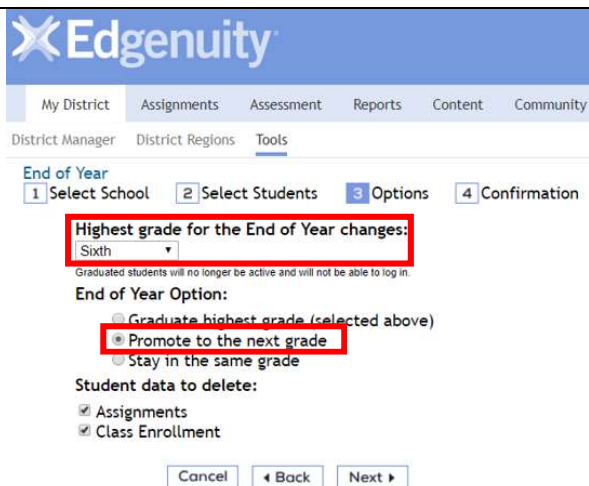
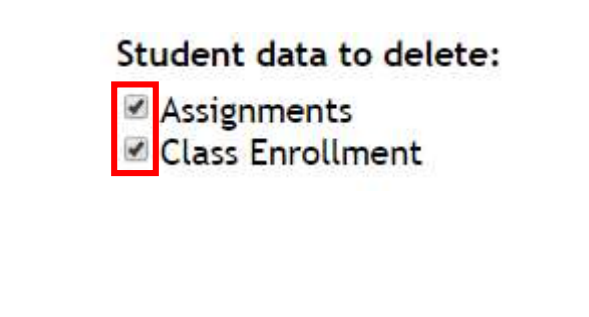
Continue the steps above to complete the graduation process for only the select students.



The screenshot shows the 'End of Year' student selection screen in the Edgenuity interface. It includes a progress bar with four steps: 1. Select School, 2. Select Students, 3. Options, and 4. Confirmation. The 'Select Students' section is highlighted with a red box. It contains a table of students with columns for First Name, Last Name, User Name, and Grade. The first three students are selected with checkboxes. At the bottom, there are four buttons: Cancel, Back, Next, and Show History.

First Name	Last Name	User Name	Grade
Yolanda	Alvarez	49255student01	3
Joseph	Bennett	49255student02	3
Gregory	Campbell	49255student03	3
John	Cunningham	49255student04	3
Frances	Edwards	49255student05	3
Michael	Evans	49255student06	3
Nina	Floyd	49255student07	3
Eric	Frazier	49255student08	3
Emmy	Freed	49255student09	3
Sonny	Gray	49255student10	3
Constance	Green	49255student11	3
Douglas	Hall	49255student12	3
Rickey	Howell	49255student13	3
Anthony	Hughes	49255student14	3
Mikaela	Jacoby	49255student15	3

Promote Students

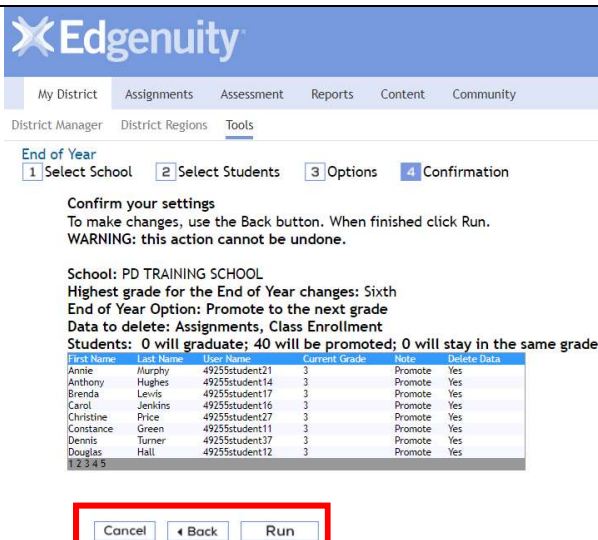
Action to Take	Key Tips and Best Practices	Additional Notes and Resources
PROMOTE STUDENTS Promote advances students to the next grade level in the same school.	<i>It is recommended to promote all of the students in a school at the same time.</i> <i>Optional: Select specific students to promote either individually or by grade level. If so, start with the highest grade at your school and work your way to the lowest grade.</i>	Note: Promoting all students in the school will promote ALL students for every grade level in the school. Do not perform this step more than once. Note: It is not recommended to promote students by class since a student in multiple classes will be promoted multiple times.
Process Steps	Screen Images	
<p>1. On the Select Students page, click Yes or No to indicate whether you want to apply changes to all students in the school.</p> <p>Yes promotes all students in the grade selected and all grades below.</p> <p>*If you do not want to apply changes to all students, select No. It enables you to select the students you want to include in the process (see steps for choosing No below).</p> <p>2. Click Next.</p>		
<p>3. Select the Highest Grade from the dropdown.</p> <p>*This action will promote students in the highest grade selected and all grades below.</p> <p>4. Under End of Year Option, select Promote to the next grade to promote all students.</p>		
<p>5. Check the Student Data you want to delete, uncheck if you choose to retain data. The default is to delete all assignments and class enrollments to prepare for next school year.</p> <p>*Assignments will unassign all assignments.</p> <p>*Class Enrollment removes students from the classes, but does not unassign any teacher assigned assignments.</p> <p>*Double check your selections; this process cannot be undone.</p> <p>6. Click Next.</p>		

7. Confirm your settings, make any changes needed using the Back button.

8. Click **Run** to proceed, or click Cancel to cancel the procedure.

**If End of Year has been run within the last six months, a warning message appears, noting the date last run.*

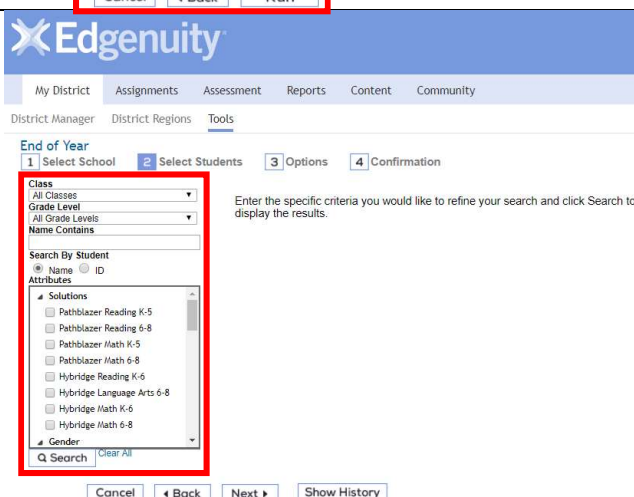
9. Once the End of Year procedure is submitted, click **Done**.



The screenshot shows the Edgenuity 'End of Year' confirmation screen. It includes a progress bar with four steps: 1. Select School, 2. Select Students, 3. Options, and 4. Confirmation. The 'Confirm your settings' section contains a warning: 'To make changes, use the Back button. When finished click Run. WARNING: this action cannot be undone.' Below this, it displays school information: 'School: PD TRAINING SCHOOL', 'Highest grade for the End of Year changes: Sixth', 'End of Year Option: Promote to the next grade', and 'Data to delete: Assignments, Class Enrollment'. A summary states: 'Students: 0 will graduate; 40 will be promoted; 0 will stay in the same grade.' A table lists 40 students with columns for First Name, Last Name, User Name, Current Grade, Note, and Delete Data. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Run', with 'Run' highlighted by a red box.

First Name	Last Name	User Name	Current Grade	Note	Delete Data
Annie	Murphy	4925Student21	3	Promote	Yes
Anthony	Hughes	4925Student14	3	Promote	Yes
Brenda	Levis	4925Student17	3	Promote	Yes
Carol	Jenkins	4925Student16	3	Promote	Yes
Christine	Price	4925Student27	3	Promote	Yes
Constance	Green	4925Student11	3	Promote	Yes
Dennis	Turner	4925Student37	3	Promote	Yes
Douglas	Hall	4925Student12	3	Promote	Yes

If you choose **No** that you don't want to apply changes to all students, you can **search** for and select one or more students from the search results to promote.

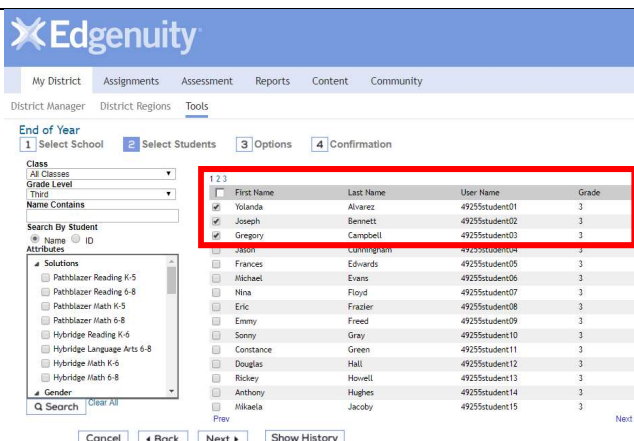


The screenshot shows the Edgenuity 'End of Year' search screen. It includes a progress bar with four steps: 1. Select School, 2. Select Students, 3. Options, and 4. Confirmation. The 'Class' section has dropdowns for 'All Classes', 'Grade Level', and 'Name Contains'. The 'Search By Student' section has radio buttons for 'Name' and 'ID', and a 'Search' button. A list of 'Attributes' is shown, including 'Solutions' (Pathblazer Reading K-5, Pathblazer Reading 6-8, Pathblazer Math K-5, Pathblazer Math 6-8, Hybrid Reading K-6, Hybrid Language Arts 6-8, Hybrid Math K-6, Hybrid Math 6-8) and 'Gender'. A red box highlights the search criteria section. At the bottom, there are four buttons: 'Cancel', 'Back', 'Next', and 'Show History'.

If you select certain students, only those students will be promoted.

After your selection, click **Next**.

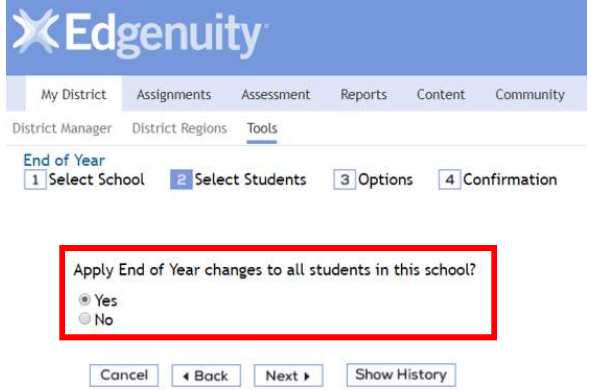
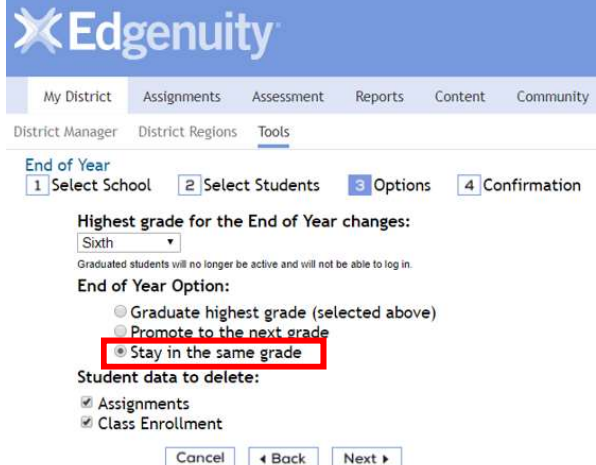
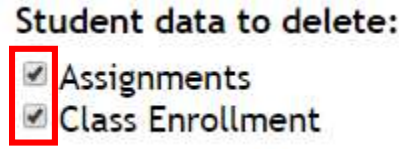
Continue the steps above to complete the promotion process for only the select students.



The screenshot shows the Edgenuity 'End of Year' student selection screen. It includes a progress bar with four steps: 1. Select School, 2. Select Students, 3. Options, and 4. Confirmation. The 'Class' section has dropdowns for 'All Classes', 'Grade Level', and 'Name Contains'. The 'Search By Student' section has radio buttons for 'Name' and 'ID', and a 'Search' button. A list of 'Attributes' is shown, including 'Solutions' (Pathblazer Reading K-5, Pathblazer Reading 6-8, Pathblazer Math K-5, Pathblazer Math 6-8, Hybrid Reading K-6, Hybrid Language Arts 6-8, Hybrid Math K-6, Hybrid Math 6-8) and 'Gender'. A table of students is displayed with columns for First Name, Last Name, User Name, and Grade. A red box highlights the first three rows of the table. At the bottom, there are four buttons: 'Cancel', 'Back', 'Next', and 'Show History'.

First Name	Last Name	User Name	Grade
Yolanda	Alvarez	4925Student01	3
Joseph	Bennett	4925Student02	3
Gregory	Campbell	4925Student03	3

Stay in the Same Grade

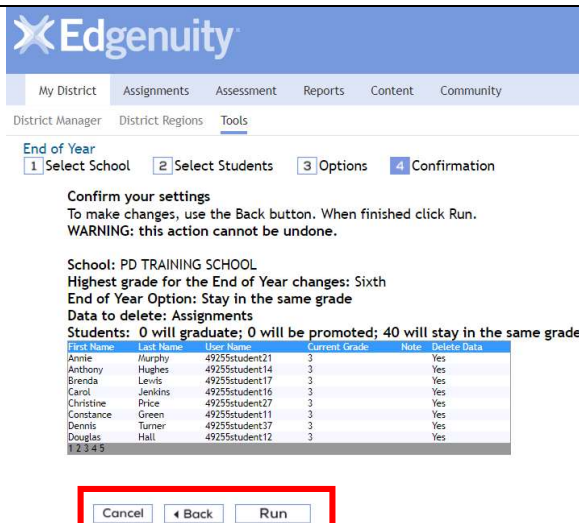
Action to Take	Key Tips and Best Practices	Additional Notes and Resources
STAY IN THE SAME GRADE Provides option to delete assignments and/or class enrollments while students stay in the same grade.	<i>Recommended if the grade levels have already been changed, but assignments and/or class enrollments need to be removed.</i>	Note: Districts / Schools with auto import may choose to run this step to delete assignments and/or class enrollments.
Process Steps	Screen Images	
<p>1. On the Select Students page, click Yes or No to indicate whether you want to apply changes to all students in the school.</p> <p>Yes promotes all students in the grade selected and all grades below.</p> <p>*If you do not want to apply changes to all students, select No. It enables you to select the students you want to include in the process (see steps for choosing No below).</p> <p>2, Click Next.</p>		
<p>3. Click Stay in the same grade to have the option to delete assignments and / or class enrollments for students and not change the grade level.</p>		
<p>4. Check the Student Data you want to delete, uncheck if you choose to retain data. The default is to delete all assignments and class enrollments to prepare for next school year.</p> <p>*Assignments will unassign all assignments.</p> <p>*Class Enrollment removes students from the classes, but does not unassign any teacher assigned assignments.</p> <p>*Double check your selections; this process cannot be undone.</p> <p>5. Click Next.</p>		

6. Confirm your settings, make any changes needed using the Back button.

7. Click **Run** to proceed, or click Cancel to cancel the procedure.

**If End of Year has been run within the last six months, a warning message appears, noting the date last run.*

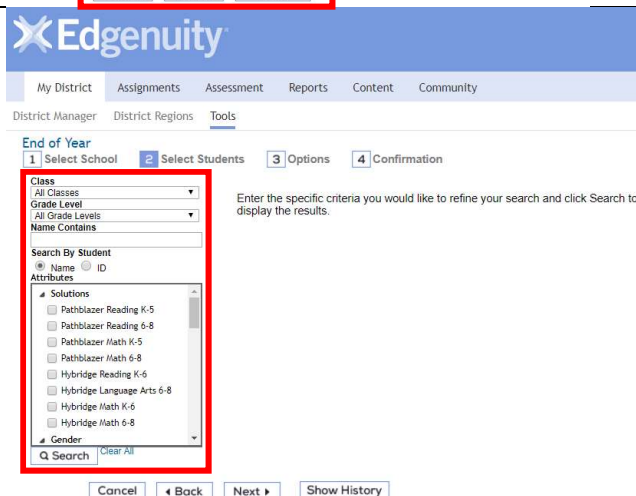
8. Once the End of Year procedure is submitted, click **Done**.



The screenshot shows the Edgenuity 'End of Year' confirmation screen. It includes a progress bar with four steps: 1. Select School, 2. Select Students, 3. Options, and 4. Confirmation. The 'Confirm your settings' section contains the following information: School: PD TRAINING SCHOOL, Highest grade for the End of Year changes: Sixth, End of Year Option: Stay in the same grade, Data to delete: Assignments, and Students: 0 will graduate; 0 will be promoted; 40 will stay in the same grade. Below this is a table of students with columns for First Name, Last Name, User Name, Current Grade, and Promote Grade. At the bottom, there are three buttons: Cancel, Back, and Run. The Run button is highlighted with a red box.

First Name	Last Name	User Name	Current Grade	Promote Grade
Annie	Murphy	4925Student21	3	Yes
Anthony	Hughes	4925Student14	3	Yes
Brenda	Levis	4925Student17	3	Yes
Carol	Jenkins	4925Student16	3	Yes
Christine	Price	4925Student27	3	Yes
Constance	Green	4925Student11	3	Yes
Dennis	Turner	4925Student37	3	Yes
Douglas	Hall	4925Student12	3	Yes

If you choose **No** that you don't want to apply changes to all students, you can **search** for and select one or more students from all students for this process.

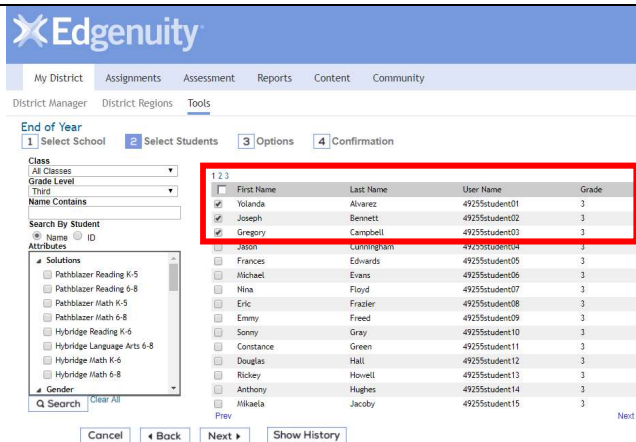


The screenshot shows the Edgenuity 'End of Year' 'Select Students' screen. It includes a progress bar with four steps: 1. Select School, 2. Select Students, 3. Options, and 4. Confirmation. The 'Class' dropdown is set to 'All Classes', 'Grade Level' is 'All Grade Levels', and 'Name Contains' is empty. The 'Search By Student' section has 'Name' selected. A list of attributes is shown, including Solutions (Pathblazer Reading K-5, Pathblazer Reading 6-8, Pathblazer Math K-5, Pathblazer Math 6-8, Hybrid Reading K-6, Hybrid Language Arts 6-8, Hybrid Math K-6, Hybrid Math 6-8) and Gender. A search bar is at the bottom. The 'Run' button from the previous screen is highlighted with a red box.

If you select certain students, only those students will be affected.

After your selection, click **Next**.

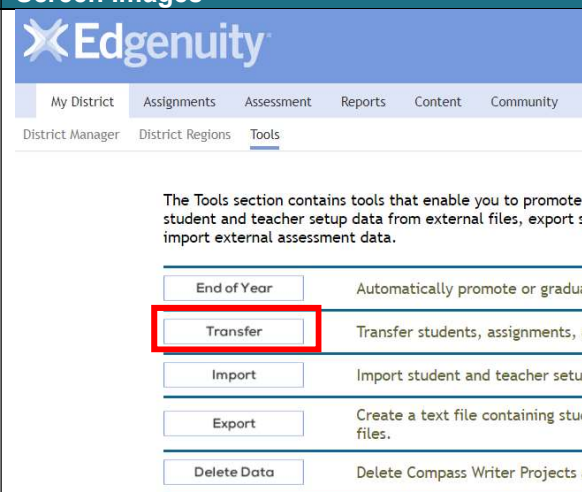
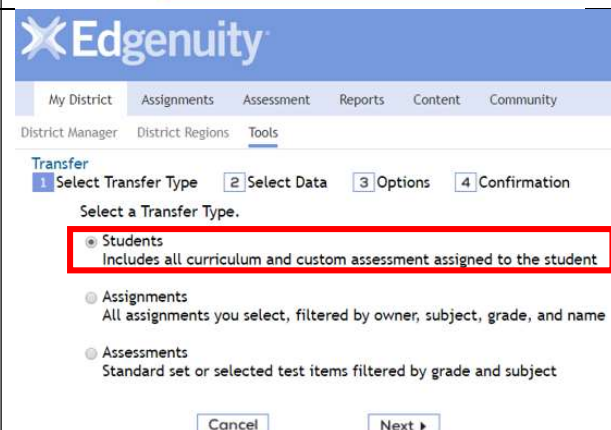
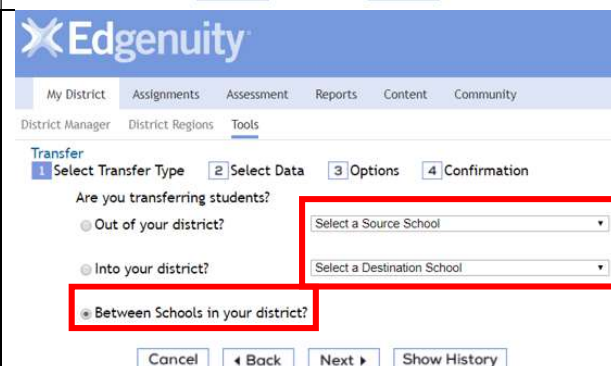
Continue the steps above to complete the promotion process for only the select students.



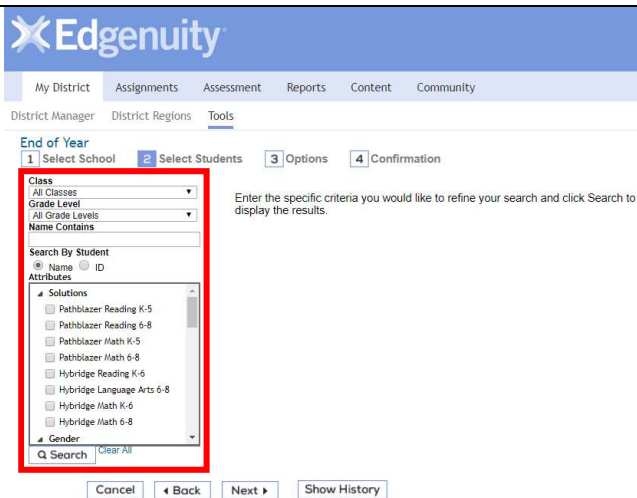
The screenshot shows the Edgenuity 'End of Year' 'Select Students' screen with a list of students. The 'Class' dropdown is set to 'All Classes', 'Grade Level' is 'All Grade Levels', and 'Name Contains' is empty. The 'Search By Student' section has 'Name' selected. A list of attributes is shown, including Solutions (Pathblazer Reading K-5, Pathblazer Reading 6-8, Pathblazer Math K-5, Pathblazer Math 6-8, Hybrid Reading K-6, Hybrid Language Arts 6-8, Hybrid Math K-6, Hybrid Math 6-8) and Gender. A search bar is at the bottom. The 'Run' button from the previous screen is highlighted with a red box.

First Name	Last Name	User Name	Grade
Yolanda	Alvarez	4925Student01	3
Joseph	Bennett	4925Student02	3
Gregory	Campbell	4925Student03	3
Jason	Cunningham	4925Student04	3
Frances	Edwards	4925Student05	3
Michael	Evans	4925Student06	3
Nina	Floyd	4925Student07	3
Eric	Frazier	4925Student08	3
Emmy	Freed	4925Student09	3
Sonny	Gray	4925Student10	3
Constance	Green	4925Student11	3
Douglas	Hall	4925Student12	3
Rickey	Howell	4925Student13	3
Anthony	Hughes	4925Student14	3
Mikaela	Jacoby	4925Student15	3

Transfer Students

Action to Take	Key Tips and Best Practices	Additional Notes and Resources										
TRANSFER STUDENTS Moves students from one school to another in the district.	<i>Complete this process after Graduate and Promote tasks are completed for ALL schools and ALL grades if students have transferred to another school in the district.</i> <i>Check the Show History of the End of Year Procedure to verify completion of the process prior to performing transfer.</i>	Note: End of Year processes only modify the student grade level, not location. Note: If the District uses Auto Import and the import file is updated with the correct grade levels, turn Auto Import back on and the students will be transferred automatically as soon as their schools are updated in the file.										
Process Steps		Screen Images										
1. On the Tools page, click Transfer .		 <p>The Tools section contains tools that enable you to promote student and teacher setup data from external files, export and import external assessment data.</p> <table><tr><td>End of Year</td><td>Automatically promote or graduate students.</td></tr><tr><td>Transfer</td><td>Transfer students, assignments, and assessments.</td></tr><tr><td>Import</td><td>Import student and teacher setup data.</td></tr><tr><td>Export</td><td>Create a text file containing student and teacher setup data.</td></tr><tr><td>Delete Data</td><td>Delete Compass Writer Projects and data.</td></tr></table>	End of Year	Automatically promote or graduate students.	Transfer	Transfer students, assignments, and assessments.	Import	Import student and teacher setup data.	Export	Create a text file containing student and teacher setup data.	Delete Data	Delete Compass Writer Projects and data.
End of Year	Automatically promote or graduate students.											
Transfer	Transfer students, assignments, and assessments.											
Import	Import student and teacher setup data.											
Export	Create a text file containing student and teacher setup data.											
Delete Data	Delete Compass Writer Projects and data.											
2. On the Transfer page, select the Transfer Type: Students		 <p>Transfer</p> <p>1 Select Transfer Type 2 Select Data 3 Options 4 Confirmation</p> <p>Select a Transfer Type.</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Students Includes all curriculum and custom assessment assigned to the student<input type="radio"/> Assignments All assignments you select, filtered by owner, subject, grade, and name<input type="radio"/> Assessments Standard set or selected test items filtered by grade and subject <p>Cancel Next ▶</p>										
3. Click Next .												
4. Select to transfer Between Schools in your district .		 <p>Transfer</p> <p>1 Select Transfer Type 2 Select Data 3 Options 4 Confirmation</p> <p>Are you transferring students?</p> <ul style="list-style-type: none"><input type="radio"/> Out of your district? Select a Source School<input type="radio"/> Into your district? Select a Destination School<input checked="" type="radio"/> Between Schools in your district? <p>Cancel ◀ Back Next ▶ Show History</p>										
<i>*Notice the options to transfer Out of District or Into your District if needed.</i>												
5. Make your Source School (from) and Destination School (to) selections from the dropdown menus.												
6. Click Next .												

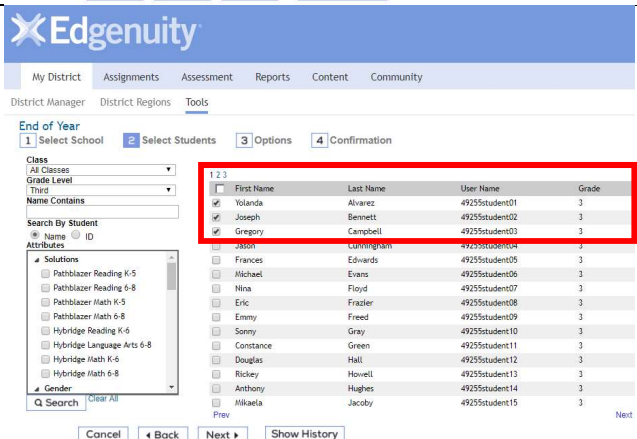
7. Use the **search criteria to display** students to transfer.



The screenshot shows the 'End of Year' search interface in Edgenuity. The 'Tools' tab is selected. The search process is divided into four steps: 1. Select School, 2. Select Students, 3. Options, and 4. Confirmation. Step 2 is active. On the left, there are filters for Class (All Classes), Grade Level (All Grade Levels), and Name Contains. Below these is a 'Search By Student' section with radio buttons for Name and ID, and a list of attributes including Solutions (Pathblazer Reading K-5, Pathblazer Reading 6-8, Pathblazer Math K-5, Pathblazer Math 6-8, Hybrid Reading K-6, Hybrid Language Arts 6-8, Hybrid Math K-6, Hybrid Math 6-8) and Gender. A search bar and a 'Clear All' link are at the bottom of the filters. On the right, a text box prompts the user to 'Enter the specific criteria you would like to refine your search and click Search to display the results.' Navigation buttons 'Cancel', 'Back', 'Next', and 'Show History' are at the bottom.

8. Check the box(es) next to the name(s) of the students you want to transfer.

9. After your selection, click **Next**.

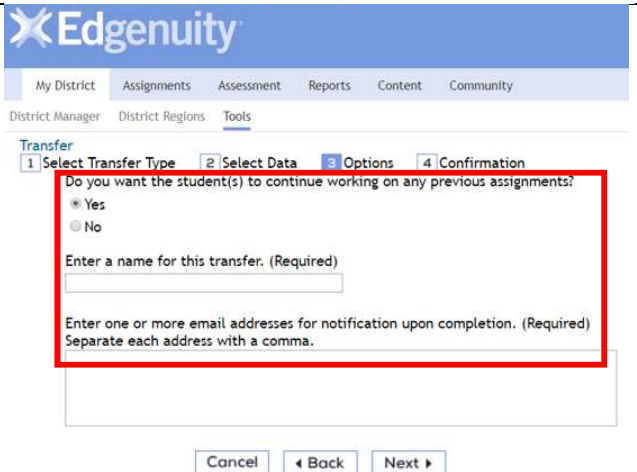


The screenshot shows the search results in Edgenuity. The 'Tools' tab is selected, and step 2 'Select Students' is active. The left sidebar shows the same filters as the previous screen. On the right, a table displays the search results. The first three rows are highlighted with a red box, indicating selected students: Yolanda Alvarez (4925Student01, Grade 3), Joseph Bennett (4925Student02, Grade 3), and Gregory Campbell (4925Student03, Grade 3). The table has columns for First Name, Last Name, User Name, and Grade. Navigation buttons 'Cancel', 'Back', 'Next', and 'Show History' are at the bottom.

10. Decide if you want the student(s) to continue working on any previous assignments (retains their assignments). Select **Yes** or **No**.

11. It is required to **enter a name for the transfer** action. This helps track the action.

12. Enter the **email address(es)** to receive the completion notification. At least one email is required.

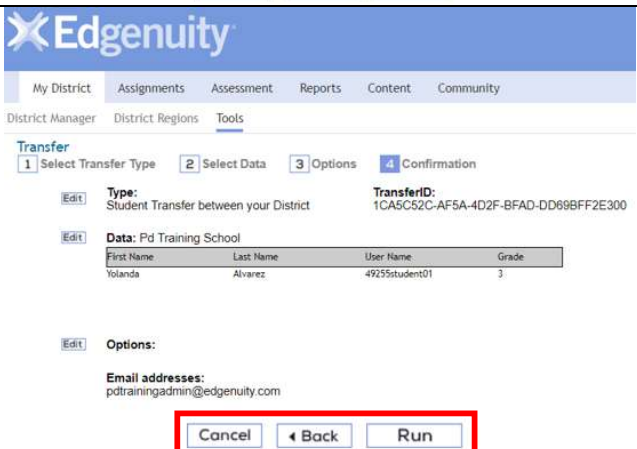


The screenshot shows the 'Transfer' options interface in Edgenuity. The 'Tools' tab is selected, and step 3 'Options' is active. The first step 'Select Transfer Type' is also active. A red box highlights the 'Do you want the student(s) to continue working on any previous assignments?' section, which has radio buttons for 'Yes' and 'No'. Below this is a text box for 'Enter a name for this transfer. (Required)'. Another text box below that is for 'Enter one or more email addresses for notification upon completion. (Required) Separate each address with a comma.' Navigation buttons 'Cancel', 'Back', and 'Next' are at the bottom.

13. Confirm your transfer action, make any changes needed using the Back button.

14. Click **Run** to proceed, or click Cancel to cancel the procedure.

15. Once the **Transfer** procedure is submitted, click **Done**.



The screenshot shows the 'Transfer' confirmation interface in Edgenuity. The 'Tools' tab is selected, and step 4 'Confirmation' is active. The first step 'Select Transfer Type' is also active. The interface shows the transfer details: Type: Student Transfer between your District, Transfer ID: 1CASC52C-AF5A-4D2F-BFAD-DD69BF2E300, Data: Pd Training School, and Options: Email addresses: pdtrainingadmin@edgenuity.com. A red box highlights the 'Run' button at the bottom. Navigation buttons 'Cancel', 'Back', and 'Run' are at the bottom.

Troubleshooting the Data Clean-up / End of Year Procedure

Issue	Possible Solution
Students were graduated (deleted) in error.	<p>Re-import student data with correct grade level and location for each student. *</p> <p>WARNING: The newly imported students will be new student accounts and you will not be able to retrieve historical data using standard reporting.</p> <p>NOTE: Support can restore deleted student accounts if deleted within the past 90 days to maintain historical data.</p>
Students have been promoted multiple times.	Re-import student data with previous grade level and location for each student. Then run the EOY for those students and promote them to the correct grade.
Previous NWEA assignments were accidentally deleted.	The NWEA data will need to be re-imported by forcing a new testing window using the NWEA Configuration Tool or wait for next testing window.