EOY Checklist

06/12/2025 8:00 am EDT

The EOY Process below is a living process and is subject to changes as NCDPI determines best practices for End of Year.



If Part 1 of the Scheduling Workflow (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-workflow-building) has been completed, refer to the 'Before the Last Day of School' section as a double check.

Before the Last Day of School

Task	Completed
School Year and Calendar	
Create the future School Year. (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/create-future-school-year)	
Create the future year school calendar(s) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/rolling-forward-program-calendars#SchoolCalendars)	
Create the future year program calendars (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/rolling-forward-program-calendars#ProgramCalendars)	
Checks and Updates (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/checks-and-updates) *Make sure the calendar context is the future year!	
Grade Levels (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/checks-and-updates#GradeLevelCheck)	
Term Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/checks-and-updates#TermSetupCheck)	
Period Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/checks-and-updates#PeriodSetupCheck)	
Day Setup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/checks-and-updates#DaySetupCheck)	
School Months (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/checks-and-updates#SchoolMonthsCheck)	

Task	Completed
Future Enrollments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments)	
School Calendar Student Enrollment Roll Forward (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments#StudentRollForward)	
Program Calendars Student Enrollment Roll Forward (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments#ProgramRollForward)	
Enrollment Cleanup Wizard (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments#EnrollmentCleanup) *Make sure the calendar context is the future year! Run weekly!	
Pre-Register Students (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/future-enrollments#Pre-registerStudents) *Make sure the calendar context is the future year!	
Additional (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/additional-items)	
EDDIE Updates (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/additional-items#EDDIEUpdates) (if applicable)	
Online Registration Updates (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/additional-items#OLRUpdate) (if applicable)	

After the Last Day of School

Task	Completed
Final Grading (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-grading)	
Post Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-grading#PostGradesE0Y)	
Final Report Cards (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-grading#FinalReportCards)	
Post Transcript Grades (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-grading#PostTranscriptEOY)	
Grade Suppression (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-grading#GradeSuppressionEOY) (if applicable)	
Class Rank (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-grading#ClassRankEOY) (if applicable)	
Final Transcripts (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/final-transcripts) (if applicable)	

Task	Completed
Graduates (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduates-eoy) (if applicable)	
Graduation Checklist (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/graduates-eoy) (if applicable)	
Retentions (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/retentions-eoy)	
Create Retention Filter (use for ending enrollments)	
End Retention Enrollments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/retentions-eoy#endretentionenrollment)	
Enrollment Processes (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-enrollments-for-eoy)	
Last Instructional Day Check (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-enrollments-for-eoy#LastInstructionalDay)	
End Enrollments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-enrollments-for-eoy#EndEnrollmentsEOY) *Roll forward all enrollments before ending current year enrollments	
End Program Assignments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-program-assignments-for-eoy)	
Enrollment Cleanup (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/end-enrollments-for-eoy#EnrollmentCleanup) *Make sure the calendar context is the future year! Run weekly!	
Reporting and Billing (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-billing)	
End of Year Fees (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-billing#E0YFees) (if applicable)	
State Reports (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-billing#E0YStateReports)	
Local PSU final reports (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-billing#E0YPSUReports)	
Pause Automated Tasks (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-billing#E0YTasksPause)	
Administrative (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/administrative-eoy)	
Staff Records (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/administrative-eoy#StaffE0Y)	П
Access Management (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/administrative-eoy#UserManagementEOY)	
Record Retention (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/administrative-eoy#RecordRetentionEOY)	

Task	Completed	
Locker Assignments (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/administrative-eoy#LockerEOY) (if applicable)		
Scheduling (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-for-future-year)		
Scheduling Board (if applicable)		
Future Year Schedule Active and Locked		
Update Active Year (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/update-active-year)		
DPI will switch the active year to the new future on June 30th.	П	

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