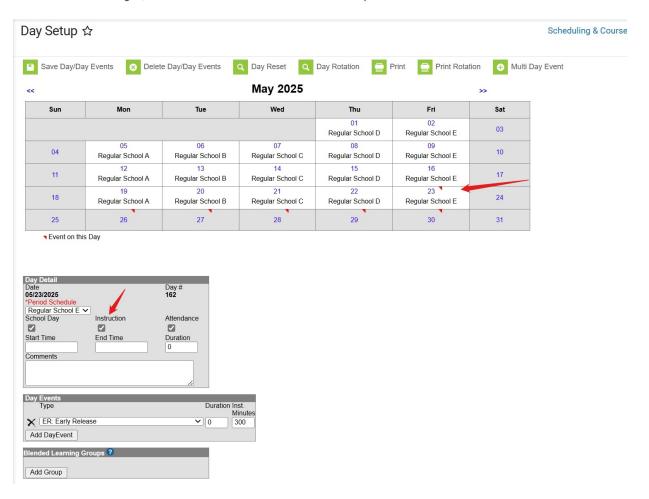# End Enrollments for EOY

04/06/2025 10:45 am EDT

Last Instructional Day

Scheduling & Courses > Calendar Setup > Day Setup

- The last day of school should be the actual last day that students were in the building and receiving instruction.
- The instruction checkbox should be marked for the last day.
- This date should also match the end date in the last term for the current year.
- If this date has changed, make sure that School Months have been updated for PMR.

End Enrollments

Student Information > General Student Administration > Enrollment End Batch Wizard

> ⚠️ ***Prior to ending enrollments for the current school year, ensure to roll enrollments forward into the future school year using the* Enrollment Roll Forward Wizard*.***

- Make sure to end graduating students' enrollments prior to ending all student enrollments (if applicable). See the Graduation Checklist for more information.
- Make sure to end retention students' enrollments prior to ending all student enrollments.
- Run the Enrollment End Batch Wizard process to end enrollments for all students. Students with existing end dates and end statuses will not be changed when running this process.
- The End Date should be the last instructional day of the calendar.
- Select the PR: Promoted as the local end status.

Enrollment Cleanup Wizard

Student Information > General Student Administration > Enrollment Cleanup Wizard

- The Delete Enrollments calendar selection should be the current year calendar.
- The Update Enrollments calendar selection should be the future year calendar. The student filter should include students whose future year enrollment should be updated.
- Run the wizard **weekly** to ensure future enrollments are cleaned up in the future year.

> 🔔 ***Make sure the calendar context is the future year.***