

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.

Day Setup ☆ Scheduling & Course

Save Day/Day Events
Delete Day/Day Events
Day Reset
Day Rotation
Print
Print Rotation
Multi Day Event

<<

May 2025

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01 Regular School D	02 Regular School E	03
04	05 Regular School A	06 Regular School B	07 Regular School C	08 Regular School D	09 Regular School E	10
11	12 Regular School A	13 Regular School B	14 Regular School C	15 Regular School D	16 Regular School E	17
18	19 Regular School A	20 Regular School B	21 Regular School C	22 Regular School D	23 Regular School E	24
25	26	27	28	29	30	31

▼ Event on this Day

Day Detail

Date
05/23/2025
Day #
162

*Period Schedule
Regular School E
School Day

☒ Instruction
☒ Attendance

Start Time
End Time
Duration
0

Comments

Day Events

Type
Duration Inst.
Minutes

X ER: Early Release
0
300

Add DayEvent

Blended Learning Groups ?

Add Group

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.