

EOY Checklist

05/30/2025 9:03 am EDT

EOY Checklist

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](#) has been completed, refer to the 'Before the Last Day of School' section as a double check.

Before the Last Day of School

Task	<input checked="" type="checkbox"/> Completed
School Year and Calendar	
Create the future School Year.	<input type="checkbox"/>
Create the future year school calendar(s)	<input type="checkbox"/>
Create the future year program calendars	<input type="checkbox"/>
Checks and Updates <i>*Make sure the calendar context is the future year!</i>	
Grade Levels	<input type="checkbox"/>
Term Setup	<input type="checkbox"/>
Period Setup	<input type="checkbox"/>
Day Setup	<input type="checkbox"/>
School Months	<input type="checkbox"/>
Future Enrollments	

Task	☑ Completed
School Calendar Student Enrollment Roll Forward	<input type="checkbox"/>
Program Calendars Student Enrollment Roll Forward	<input type="checkbox"/>
Enrollment Cleanup Wizard *Make sure the calendar context is the future year! Run weekly!	<input type="checkbox"/>
Pre-Register Students *Make sure the calendar context is the future year!	<input type="checkbox"/>
Additional	
EDDIE Updates (if applicable)	<input type="checkbox"/>
Online Registration Updates (if applicable)	<input type="checkbox"/>

After the Last Day of School

Task	☑ Completed
Final Grading	
Post Grades	<input type="checkbox"/>
Final Report Cards	<input type="checkbox"/>
Post Transcript Grades	<input type="checkbox"/>
Grade Suppression (if applicable)	<input type="checkbox"/>
Class Rank (if applicable)	<input type="checkbox"/>
Final Transcripts (if applicable)	<input type="checkbox"/>
Graduates (if applicable)	
Graduation Checklist (if applicable)	<input type="checkbox"/>
Retentions	
Create Retention Filter (use for ending enrollments)	<input type="checkbox"/>
End Retention Enrollments	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
Enrollment Processes	
Last Instructional Day Check	<input type="checkbox"/>
End Enrollments *Roll forward all enrollments before ending current year enrollments	<input type="checkbox"/>
End Program Assignments	<input type="checkbox"/>
Enrollment Cleanup *Make sure the calendar context is the future year! Run weekly!	<input type="checkbox"/>
Reporting and Billing	
End of Year Fees (if applicable)	<input type="checkbox"/>
State Reports	<input type="checkbox"/>
Local PSU final reports	<input type="checkbox"/>
Pause Automated Tasks	<input type="checkbox"/>
Administrative	
Staff Records	<input type="checkbox"/>
Access Management	<input type="checkbox"/>
Record Retention	<input type="checkbox"/>
Locker Assignments (if applicable)	<input type="checkbox"/>
Scheduling	
Scheduling Board (if applicable)	<input type="checkbox"/>
Future Year Schedule Active and Locked	<input type="checkbox"/>
Update Active Year	
DPI will switch the active year to the new future on June 30th.	<input type="checkbox"/>