

End of Year Closeout Checklist

04/21/2026 6:42 am EDT

Use this checklist to confirm all End of Year processes are completed after the last instructional day and before updating the active year.

Task	<input checked="" type="checkbox"/> Completed
Final Grading	
Verify all grades are posted and correct.	<input type="checkbox"/>
Transcripts and Academic Records	
Post Transcript grades	<input type="checkbox"/>
Complete grade suppressions (if applicable)	<input type="checkbox"/>
Verify class rank (if applicable)	<input type="checkbox"/>
Generate final transcripts	<input type="checkbox"/>
Graduation Process (if applicable)	
Verify graduation programs	<input type="checkbox"/>
Update CTE status (if applicable)	<input type="checkbox"/>
Calculate on-track status	<input type="checkbox"/>
Verify post-grad plans	<input type="checkbox"/>
Add seals	<input type="checkbox"/>
Enrollments	
Confirm Future Enrollments are complete	<input type="checkbox"/>
End Graduate enrollments	<input type="checkbox"/>
End Retention enrollments	<input type="checkbox"/>

Task	<input checked="" type="checkbox"/> Completed
End Promotion enrollments	<input type="checkbox"/>
End Program enrollments	<input type="checkbox"/>
Validate enrollment end statuses	<input type="checkbox"/>
State Programs	
End Federal/State programs	<input type="checkbox"/>
State Reporting	
Complete all State Reports	<input type="checkbox"/>
Local Reporting	
Generate and save reports for local use	<input type="checkbox"/>
Administrative Tasks	
Audit final data	<input type="checkbox"/>
End of Year fees (if applicable)	<input type="checkbox"/>
Pause automated tasks	<input type="checkbox"/>
Update staff assignments	<input type="checkbox"/>
Disable user accounts (if applicable)	<input type="checkbox"/>
Review portal settings	<input type="checkbox"/>
Complete record retention tasks	<input type="checkbox"/>
Locker Assignments (if applicable)	<input type="checkbox"/>
Roll Forward Reports	<input type="checkbox"/>
Final Validation	
Verify reports and data accuracy	<input type="checkbox"/>
Confirm all required process are complete	<input type="checkbox"/>
Activate New Year	
Confirm all prior steps are complete	<input type="checkbox"/>
Update Active Year by July 1	<input type="checkbox"/>

