

Year-End Processes Specific to Michigan

1. Michigan does not require that all students be withdrawn and re-entered each year. Students should only need to be withdrawn at end of year if their Entry-Withdrawal record's information will change in any way. If the grad year will not change and the student will progress normally in the same entity, the student need not be withdrawn. See items 5, 6, and 7, below.
2. Retain students on the General Profile tab, as soon as it is sure they will not progress with their class. Set the Retain flag to "Yes" and the Next year Grad Year to one year higher (or to the appropriate grad year the student will be in next year). This includes seniors.
3. Mass flag all seniors not retained as Graduated, as of the same date the students will be withdrawn.
4. In most districts, graduating seniors should be mass withdrawn after the graduation ceremony and after all senior reports are run and they should be assigned the Status End code of 01 - Graduated from general education with a high school diploma. Other specific codes can be manually updated for the appropriate situations:
 - a. 02 – Graduated from general education with a high school diploma and applied to degree-granting college or university
 - b. 03 – Graduated from an alternative program with a high school diploma
 - c. 04 – Graduated from general education with a high school diploma and applied to a non-degree granting institution
 - d. 05 – Completed general education with an equivalency certificate (GED)
5. Students changing calendars, such as from a half-day to a full-day should be withdrawn and reentered. These records would be assigned the Status End code of 19 – Expected to continue.
6. Students changing school number (and/or entities) also need to be mass withdrawn and reentered. These students should be assigned the Status End code of 19 – Expected to continue.
7. Exit Dates in Michigan should reflect the last day the student was considered to be enrolled in that entity, with that set of Entry-Withdrawal information. If the student will attend one entity, school, program, calendar, or lived in one resident district on one day and the information changes the next, the student should be withdrawn as of the last date the student was expected to attend the first program and be reenrolled as of the first day they are expected in the new program. Avoid gaps in dates of enrollment, if the student does not leave the district. At year end, the calendar keeps track of the last day of school, so the student may be withdrawn from one entity and reenrolled into another as of back-to-back dates in the summer, with the first date in the new entity being the first date the district wishes to see new head count numbers. Skyward will always automatically report any withdrawal date from the district to the state as the date after their last day, per state requirements, so that extra day should not be entered as the withdrawal date from the district.
8. Keep in mind that students will not appear in teacher Gradebooks until they are enrolled and scheduled into a class. Enrollment and scheduled start dates at the beginning of the new school year should allow for as many days as possible prior to the first day of school. Again, the calendar will ensure that the student is not tracking attendance until the first day of school.
9. TSDL does not need to be completed before the Year-End Process is run, but it is usually best to try to complete as much as possible of any and all state reports prior to the Year-End process being run. Districts do not need to have all of their State Reports completed prior to running

their Year End, but it is usually recommended to do so, if possible, as several processes are a little easier that way.