

Academic Year End Overview

1

Pre Academic Year End

- Mark final pupils as leavers in MIS system
- Prepare new pupil data in MIS system
- Set term dates (Dinner money / Extended day)
- Generate Catering Returns – optional*
- Update Dinners / Extended day prices (Dinner money / Extended day)
- Check Pupil IDs
- Update Pupil IDs – if applicable*
- Check SCO Settings
- Check account balances for leavers
- Remove account balances for leavers – if applicable*

2

Academic Year End Process

- Generate Pupil data for new academic year – if applicable*
- Import Pupil data
- Create leavers report – if applicable*
- Import Leavers dates
- Import Pupil contact data (Communications)
- Process leaving dates
- Update Dinner money / Extended day settings (Dinner money / Extended day)

3

Post Academic Year End

- Manage school leavers
- Manage duplicate pupils – if applicable*
- Delete empty classes
- Delete staff that have left
- Send letters to parents (Online Payments / Communications)
- Manage products / trips available online (Online Payments)
- Update contact data (Communications)
- Rename Classes – if applicable*
- Assign Teachers – if applicable*