

Suggested Reports to Archive Prior to EOYR

(Records do not need to be printed on paper but should be kept on a server in pdf or Excel format.)

Report Name	Reason	Date	Comment
Enrolment	Ins and Outs throughout the school year	Sep-Jun	School TT >Reports: Enrollment Activity. Select dates to include the entire school year.
Cross-Enrolled Students Report	Verification of students cross-enrolled for school term. (Secondary)	June	Student TT >Reports >Other Jurisdiction >Secondary School Information
Next Year Enrolments	Verification of students enrolled for next year needs to be done in September.	June	Filter and Quick Print/save a csv Student TT >Filter Next Year students (ensure all Pre-Reg students have a next year school) Student TT >Filter future cross enrollments (secondary only)
Class Lists	Verification of who was in each class or homeroom. Handy to cross check with other documents and to have in case of issues such as grievances at later dates.	June	Student TT > Reports > Scheduling Reports >BC Class Lists with Designation
Class List With Marks	Verification of marks for your school records for this term. (Secondary)	Final	Grades TT >Grade Input ST >Reports >Grade Input Sheet (choose final term)
Daily Attendance	Elementary Schools – this will give a school a full year summary of student attendance	June	Attendance TT >Daily Office ST >Reports: Principal's Attendance Report. Open dates up to include full year
Secondary Attendance Reports	There are a number of reports you may want to generate for your records. Attendance Report By Period gives a good summary or you could just run the attendance labels for period – daily record.	June	Attendance TT >Class History ST >Filter for Current School Year >Sort by Name. Quick print and save to a csv (this report is large)
Report Cards (Secondary)	Create and put in G4 file	Final	Student TT >Reports: Report cards
Reports for students graduating or leaving the district	Ensure that all reports for the students who are leaving are printed and put in their file. (PSR, IEP etc.)	Year End	