

## 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)<br><br>(Secondary) Build View>Student TT >Filter Secondary Students>Secondary Students |
| 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 |  |