

END-OF-YEAR TASKS

With the school year coming to a close, we'd like to provide a quick reminder of the end-of-year tasks we recommend each school follow. In this document, you'll find information on how to ensure your students' information is up-to-date for the start of the next school year.

Please note: If your school uses Course Planner or takes advantage of our Data Update Services, the tasks of transferring, promoting, and graduating student accounts will automatically happen with the submission of next year's data.

CHECK AND PULL REPORTS

If your school or district has established Portfolio Completion Standards, please ensure you've pulled your reports **prior to June 30th, 2016**. You should also pull all other reports, including the general Portfolio reports, before completing any of the tasks below.

REVIEW YOUR IMPLEMENTATION PLAN

After reviewing your reports, we encourage you to review your implementation plan. If your district has set up Regional Completion Standards, you may want to explore new and innovative ways to integrate the requirements into various classes. If you've set up your own Portfolio Completion Standards, any revisions or changes should be made **after June 30th, 2016**.

TRANSFER STUDENTS

The **Transfer Students** feature allows you to transfer students from your school to another school within your region.

[Transferring Students - Step-by-Step Instructions](#)

PROMOTE AND GRADUATE STUDENTS

The **Promote/Graduate Students** feature is used to promote students to the next grade level, and to promote graduating grade 12 students out of the system and onto the inactive students list.

[Promoting and Graduating Students - Step-by-Step Instructions](#)

UPDATE AND MANAGE ADVISOR INFORMATION

It's important to review the list of advisors with access to CAMS. You can add, delete, or modify the level of access for all users.

[Updating and Managing Advisor Information - Step-by-Step Instructions](#)

FREQUENTLY ASKED QUESTIONS

We've prepared a list of FAQs that we encourage you to review.

[Frequently Asked Questions](#)