



2022-2023 End of Year Guide

Next Year School, Next Year Grade & Exiting Students in PowerSchool

Topics to Review

Exit Codes Review

How to fill out Schedule Set up Screen

Leaving the District

Retained Students

All Exit Code Options:

Code	Description
2	Transfer to a public school in a different local education agency in the same state
3	Transfer to a public school in a different state
4	Transfer to a private, non-religiously-affiliated school in the same local education agency
5	Transfer to a private, non-religiously-affiliated school in a different local education agency in the same state
6	Transfer to a private, non-religiously-affiliated school in a different state
7	Transfer to a private, religiously-affiliated school in the same local education agency
8	Transfer to a private, religiously-affiliated school in a different local education agency in the same state
9	Transfer to a private, religiously-affiliated school in a different state
10	Transfer to a school outside of the country
11	Transfer to an institution
12	Transfer to a charter school
13	Transfer to home schooling
15	Graduated with regular, advanced, International Baccalaureate, or other type of diploma
16	Completed school with other credentials
17	Death
20	Reached maximum age for services
21	Discontinued schooling
23	Transfer to GED program/EDP
24	Transfer to a postsecondary education
25	Moved, not known to be continuing
26	Transfer to a state approved full-time magnet school
27	Transfer to an Adult High School Credit Diploma (AHSCD) program

Frequently Used Codes

- Exit Code 02:
 - CT Public Schools
 - CT Technical HS
 - ACES
 - CES

School ID#:	CT Technical School Name:
9001516	A.I. Prince Technical High School
9009216	Bristol Technical Education Center
9001116	Bullard-Havens Technical High School
9009316	CT AERO Tech
9000016	Connecticut Technical Education and Career System
9001916	E.C. Goodwin Technical High School
9001416	Eli Whitney Technical High School
9002716	Ella T. Grasso Technical High School
9002516	Emmett O'Brien Technical High School
9001716	H.C. Wilcox Technical High School
9001316	H.H. Ellis Technical High School
9001216	Henry Abbott Technical High School
9001616	Howell Cheney Technical High School
9002116	J.M. Wright Technical High School
9002016	Norwich Technical High School
9002216	Oliver Wolcott Technical High School
9002626	Platt Technical High School
9009116	Stratford School for Aviation Maintenance Technicians
9001816	Vinal Technical High School
9002316	W.F. Kaynor Technical High School
9002416	Windham Technical High School

Bridgeport Achievement First District	Bridgeport
Capital Preparatory Harbor School Inc. District	Bridgeport
Great Oaks Charter School District	Bridgeport
New Beginnings Inc Family Academy District	Bridgeport
Park City Prep Charter School District	Bridgeport
The Bridge Academy District	Bridgeport
Achievement First Hartford Academy Inc. District	Hartford
Jumoke Academy District	Hartford
Odyssey Community School District	Manchester
Amistad Academy District	New Haven
Booker T. Washington Academy District	New Haven
Common Ground High School District	New Haven
Elm City College Preparatory School District	New Haven
Elm City Montessori School District	New Haven
Highville Charter School District	New Haven
Interdistrict School for Arts and Comm District	New London
Side By Side Charter School District	Norwalk
Integrated Day Charter School District	Norwich
Stamford Academy District	Stamford
Stamford Charter School for Excellence District	Stamford
Trailblazers Academy District	Stamford
Brass City Charter School District	Waterbury
Explorations District	Winsted

Charter Schools

- Exit Code 12:
 - Transfer to a Charter School

Bridgeport Non-Public Schools

Exit Code 07: Transfer to Private Religious

Catholic Academy of Bridgeport: St. Andrew Academy

Catholic Academy of Bridgeport: St. Ann Academy

Catholic Academy of Bridgeport: St. Augustine Academy

Catholic Academy of Bridgeport: St. Raphael Academy

Fairfield County SDA School

Kolbe Cathedral High School

Zion Lutheran School

Bridgeport Non-Public Schools

Exit Code 04: Transfer to Private Non-Religious

Adam J. Lewis Academy

Bridgeport Hope School

Bridgeport International Academy

PreK-4 to Kindergarten (Student at Zoned School)

If you are the Zoned School for the PK4 student, then next year grade will be 0 and the school will be your school.

The screenshot shows the 'Scheduling Setup' form in the PowerSchool SIS system. The form is for a student with Grade: PK4, Student ID, State ID, and DOB. The 'Next Year Grade' field is set to 0, and the 'Next School Indicator' is set to Cesar A. Batalla School. Red arrows point to these fields with labels 'Set Next Years Grade' and 'Set Next Years School'. The form also includes sections for Required Settings, Optional Settings, and a Submit button.

PowerSchool SIS

Start Page > Student Selection > Scheduling Setup

District 21-22

Grade: PK4 Student ID: State ID: DOB: School: CBS Facility:

HR: ELL: N SPED: N IS: 00 LDC: CT: OC:

Required Settings

Next Year Grade 0 **Set Next Years Grade**

Priority 0

Schedule This Student ☐

Allow student to submit requests ☐

Year of Graduation 2035

Summer School Indicator None

Note for Summer School Admin

80 characters left

Next School Indicator Cesar A. Batalla School **Set Next Years School**

Optional Settings

Next Year Campus/Building Associate

Next Year House Associate

Next Year Team

Submit

Q: If my child is 5 on or before January 1 of the school year, do I have to send my child to kindergarten?

A: Parents of a child who is 5 years old have the option not to send their child to school until the child is 6 or 7 years old. If they choose not to send their child when the child is age eligible, they must go to the school district office and sign an opt-out form.

PreK-4 to Kindergarten (*not* already in Zoned School)

Required Settings	
Next Year Grade	<input type="text" value="0"/>
Priority	<input type="text" value="0"/>
Schedule This Student	<input type="checkbox"/>
Allow student to submit requests	<input type="checkbox"/>
Year of Graduation	<input type="text" value="2026"/>
Summer School Indicator	<input type="text" value="None"/>
Note for Summer School Admin	<div><div></div><div>80 characters left</div></div>
Next School Indicator	<input type="text" value="Not Bpt Pub SchI MUST EXIT ON 6/28"/>

- If you are not the Zoned School for the PK4 student, exit them on 6/28 with an exit code of 01.
- If the student registers at their Zoned School for Kindergarten, they can be pointed after the rollover.
- If the student will be moving outside the district or enrolling at charter school/Catholic School for Kindergarten, you can transfer them out using the proper exit code on 6/28.

PreK-4 to Kindergarten (cont.)

- ▶ If the student does not register for Kindergarten anywhere, you will need to follow up with the parent and find out where the student is going for Kindergarten. They will need to provide it in writing. Do not point to the neighborhood school if the student has not registered there.
- ▶ Parents of a child who is 5 years old have the option to not send their child to school until the child is 6 or 7 years old. If they choose to not send their child when the child is age eligible, they **must** go to the school district office and sign an opt-out form. The student will then be exited with an exit of code 21.
- ▶ If the student cannot be located, exit code 25 may be used to indicate the student has moved and is not known to be continuing.

Required Settings	
Next Year Grade	<input type="text" value="0"/>
Priority	<input type="text" value="0"/>
Schedule This Student	<input type="checkbox"/>
Allow student to submit requests	<input type="checkbox"/>
Year of Graduation	<input type="text" value="2026"/>
Summer School Indicator	<input type="text" value="None"/>
Note for Summer School Admin	<div><div></div><div>80 characters left</div></div>
Next School Indicator	<input type="text" value="Not Bpt Pub Schl MUST EXIT ON 6/28"/>

Transitioning Grade 6 to 7 (for Grade K-6 Schools)

- Set 'Next Year Grade' to 7
- Set 'Next Year School' to new Zoned School for 7th grade.

The screenshot shows a web form for transitioning a student. It is divided into two main sections: 'Required Settings' and 'Optional Settings'. In the 'Required Settings' section, the 'Next Year Grade' field is highlighted with a red box and has a red arrow pointing to it from a callout box that says 'Set Next Year's Grade to 7'. The 'Next School Indicator' dropdown menu is also highlighted with a red box and has a red arrow pointing to it from a callout box that says 'Set Next Year's Zoned School'. Other fields in the 'Required Settings' section include 'Priority' (0), 'Schedule This Student' (checked), 'Allow student to submit requests' (unchecked), 'Year of Graduation' (2028), 'Summer School Indicator' (None), and a 'Note for Summer School Admin' text area. The 'Optional Settings' section includes 'Next Year Campus/Building', 'Next Year House', and 'Next Year Team', each with an input field and an 'Associate' button.

Required Settings	
Next Year Grade	7
Priority	0
Schedule This Student	<input checked="" type="checkbox"/>
Allow student to submit requests	<input type="checkbox"/>
Year of Graduation	2028
Summer School Indicator	None
Note for Summer School Admin	<div></div> 80 characters left
Next School Indicator	Barnum School

Optional Settings	
Next Year Campus/Building	<input type="text"/> Associate
Next Year House	<input type="text"/> Associate
Next Year Team	<input type="text"/>

8th Graders moving to 9th Grade

- If Going to District HS:
 - Change "Next Year Grade" to 9 and school to Zoned HS or Magnet School (FWC/BMA) if applicable.
- If Not Going to BPS:
 - Set "Next Year Grade" to 9 and next year school to "Not Bpt Pub Schl MUST EXIT ON 6/28".
 - Exit Student with 6/28/2023 exit date and proper exit code.
 - This is important. If the student is transferred out too early, their grades will not be stored and they will not receive a report card.
 - Upload withdrawal form (signed parent withdrawal form, parent email, records request, acceptance letter.)

Required Settings

Next Year Grade	9	Set Next Years Grade
Priority	0	
Schedule This Student	<input type="checkbox"/>	
Allow student to submit requests	<input type="checkbox"/>	
Year of Graduation	2026	
Summer School Indicator	None	
Note for Summer School Admin	<div>80 characters left</div>	Set Next Years School
Next School Indicator	Not Bpt Pub Schl MUST EXIT ON 6/28	

Optional Settings

Next Year Campus/Building		Associate
Next Year House		Associate
Next Year Team		

Graduating HS Students

Required Settings	
Next Year Grade	<input type="text" value="99"/>
Priority	<input type="text" value="0"/>
Schedule This Student	<input type="checkbox"/>
Allow student to submit requests	<input type="checkbox"/>
Year of Graduation	<input type="text" value="2023"/>
Summer School Indicator	<input type="text" value="None"/>
Note for Summer School Admin	<div><div></div><div>80 characters left</div></div>
Next School Indicator	<input type="text" value="Graduated Students"/>

- Set Next Year Grade to 99
- Set Next School Indicator to Graduated Students.

Students Leaving the District - Any Grade

Set	Upload	Exit
Set next year grade and next year school to “Not Bpt Pub Schl MUST EXIT ON 6/28”	Upload withdrawal form (signed parent withdrawal form, parent, records request, acceptance letter.)	Exit Student with 6/28/23 exit date and proper exit code.

- **Important Note:**

- Do not exit students between the last day of school and 6/29. If the student is transferred out too early, their grades will not be stored, and they will not receive a report card.
- This also causes issues for Data Management with State reporting data.

sqlReport in PowerSchool

- **PowerSchool sqlReports**

- The data cleaning report for EOY errors can be run at anytime from sqlReports → Next Year Reports → Next Year Error Report for All Grades
- Error reports will also be sent by Data Management as the we approach the end of the school year.

▼ **Next Year Reports**

Invalid CC Records in PowerScheduler

Invalid Requests

Next Year Enrollment by Section

Next Year Error Report for All Grades

Retained Students?

- ▶ The State tracks the number of students being retained in both elementary and high schools.
- ▶ It is imperative that the completed document: 'Retained Students,' be sent back to the Data Management department by **6/9/2023**.
- ▶ This not only enables us to report to the State but also triggers the comment on the Q4 elementary report cards, "your student is being retained" or "promoted to the __ grade". In high school it enables the scheduler a better count of students within a grade level by confirming that a student is being retained.

Retained Students for SY 2022-2023

School Name: _____

	Student Number:	Student First Name:	Student Last Name:
	1001234	Jane	Smith
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
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20			

**** complete and return this form to: data-management-dept@bridgeportedu.net by 6/9/2023 ****