

AEMIS YEAR-END PROCEDURES

End-of-Program Year Class / Student Rollover

ALL student ABE 400 A/B data and attendance
MUST be entered into AEMIS by **July 15, 2009**



END-OF-YEAR CHECKLIST

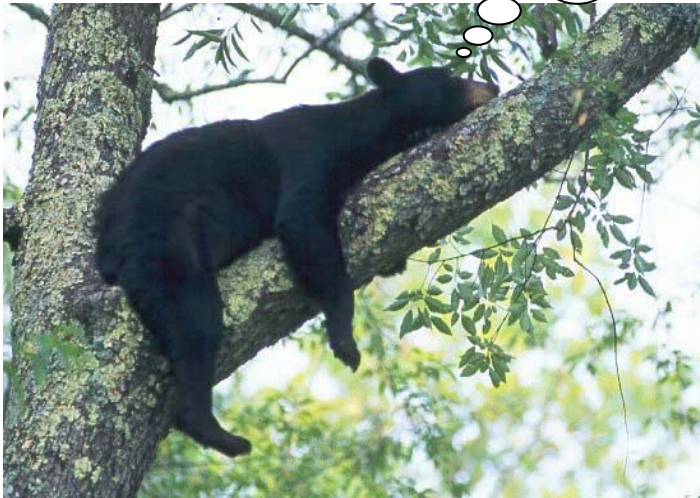
If you have questions / concerns regarding end-of-year procedures, feel free to contact Louise Miller at 1-800-766-7372, ext. 1122 or via e-mail at louise@wvabe.org or lbmiller@access.k12.wv.us.

- All data should be entered into AEMIS by July 15, 2009.*
 - *Rollover will be July 16, 2009 (PY'10 classes can be created).*
- All instructional hours have been entered.
- All attendance has been logged prior to withdrawing students. When "withdraw" is selected on the student 400B, the withdrawal date will automatically be the student's last day of attendance AND the student will be removed from the log attendance screen; preventing the logging of attendance.
- All interim and post-assessment data has been entered and checked for accuracy.
- Ensure that all the SSNs are entered correctly.**
- All goals have been checked for accuracy.
- Achievements have been marked and are documented in the student folders, except those being verified via state datamatch. Achievements can be selected before and after a student has been withdrawn.
- Students enrolled June 30 in a class that remains open through the summer should be marked as "Continuing Next Program Year" on the 400B; if s/he plans to continue coming to class in July.
 - DO NOT withdraw students marked as continuing next program year.
- Classes or class sites created in error, or that do not have any students enrolled, should be deleted. Forward the following information to Louise Miller at louise@wvabe.org or lbmiller@access.k12.wv.us to have students, classes, or class sites deleted.
 - RESA
 - Grantee
 - Class Site
 - Class Name & Number
 - Student Names & Birthdates
 - Students with no attendance should be deleted

END-OF-YEAR REMINDERS

- **Do NOT create classes for PY 2010 until after July 16, 2009; rollover.** Classes with students enrolled as of June 30 and marked as "Continuing Next Program Year" will be enrolled in a PY 2009 class automatically generated by AEMIS.
 - Classes with students marked as "continuing next program year" should NOT be closed.
- Close classes where ALL students have been withdrawn.
- **Close the class AFTER you have completed updating the ABE 400A/B forms.** ABE 400A/B forms are available for review and update even if the student has been withdrawn. However, IF you CLOSE the class, the student 400A/B forms can no longer be updated and data saved. You can only save data that is associated with an OPEN class.
- Classes with students marked as continuing next program year will be automatically replicated for PY 10 (Program Year 2010) - same class schedule, teacher, etc. The students marked as continuing will be automatically enrolled in the class (400 created).
- If the last assessment entered (interim or exit assessment) for the previous year (PY 09) is not more than 6 months old, that will be the student's entry assessment for the new program year (PY 10). If this is not the assessment, or assessment area, in which the students' program of study applies, this information can be updated / changed as soon as PY 10 is available. For additional information regarding assessment, refer to section 12 of the instructor handbook.
- Student files documenting standardized assessments and achievements selected on the ABE 400A/B should be maintained for a minimum of three (3) program years, this does NOT include their exit year.

FAQs



- My class closes over the summer (between June 30 and July 1). Do I mark students as "continuing next program year" even though I know they are going to come back September (in the fall - or whenever my class start-up date is)?
 - No - all students should be withdrawn and the class should be closed. A new class will need to be created next program year. Only

classes that have students enrolled June 30 and continue July 1 should be marked as "continuing next program year."

- When is the last day I can update student goals?
 - **July 15, 2009**
- What does it mean by a "new a class will be created for me in PY'10?"
 - If students are marked as "continuing next program year," the class should not be closed in PY'09, it should be left open. AEMIS will in turn create an exact copy of the class for PY'10 (same class schedule, location, and instructors). The students marked as "continuing" will automatically be enrolled in the PY'10 class; instructors will need to update goals and assessment information prior to logging the 12th instructional hour in PY'10.

If you have questions regarding AEMIS, feel free to contact:

Louise Miller, AEMIS System Administrator

1-800-766-7372, ext. 1122

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