



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF INFORMATION TECHNOLOGY SERVICES

April 15, 2015

Annual Memo
Action Required

TO: Complex Area Superintendents
Principals and Directors of eSIS Schools

FROM: Christine Shaw 
Acting Assistant Superintendent

SUBJECT: **Year End Deadlines and Procedures for eSIS Schools SY 2014-2015**

ATTENTION: REGISTRARS, SASAs, and CLERKS

These instructions are intended for Registrars, SASAs, or Clerks responsible for eSIS. Please observe the following end-of-the-year deadlines for eSIS and the Student Accounting System:

ALL SCHOOLS:

1. **PRE-TRANSITION:** Complete the pre-transition process for students who have not already been pre-transitioned. Be sure to select and pre-transition each grade level separately with the appropriate next school code. All students returning to your school next year should reflect the current school code in the "Nx Sch" field.
2. **RETENTION/ACCELERATION:** Should a student be "Retained" or "Accelerated" from the Student Pre-Transition List in the "Nx Gr" column, enter the appropriate grade level of the student. Enter the reason in the "Retention Reason" column for the grade level change. Select "Retention" (student will repeat grade level) or "Acceleration" (student will skip a grade level) in this field. Please update the Acceleration/Retention flag before beginning the year end processes. The deadline to input this flag for all students is 4:00 p.m. on **June 12, 2015**.
3. **eSIS ACCELERATION/RETENTION REPORT:** Please refer to the "Student Promotion/Retention Report-School Summary" report generated through eSIS to identify students who currently have an acceleration or retention flag.
4. **WITHDRAWALS:** If a student is leaving your school at the end of the year or leaving the Hawaii Public School System (i.e., going to the mainland or private school), withdraw the student after Year-End Transition (YET) and after report cards have been produced. Do not use the "pre-transition" process for students withdrawing from your school.

It is imperative that you notify the next school if there are any changes to your original student projections such as exits, transfers, or approved GEs, and

change the "Nx Sch" field to the appropriate school code. If the next school does not properly withdraw the student, the SSES will reflect the student's inaccurate home school also affecting the other systems (i.e., eCSSS, School Bus Transportation System, and School Food Services).

Note: When "future admitting" new students into your 2015-2016 database, verify that their grade levels reflect the appropriate level for SY 2015-2016.

5. **SECURITY REQUEST TO ACCESS eSIS:** If known, please submit any deletions, additions, or modifications to the Customer Service Desk (CSD) for any eSIS access changes for next school year. This will ensure that your school's security access is processed before the start of school.
6. **YET:** There will be two YETs this year. eSIS will not be available during the following dates and times:
 - 4:00 p.m. on June 12, 2015 until 5:00 a.m. on June 16, 2015 (YET1)
 - 4:00 p.m. on July 2, 2015 until 5:00 a.m. on July 4, 2015 (YET2)

An e-mail notification will be sent out after YET is completed and the system is made available. Error logs for YET errors will be posted on the FTP site. An eSIS Notification will be sent out to eSIS Contacts when error logs are available.

Schools should retain all student records for terminal year students until YET is complete. When eSIS is back up after YET, student records can then be transferred to the new current year schools.

Please refer to the eSIS website for the updated **End of School Year Checklist** located on the eSIS website.

ELEMENTARY SCHOOLS ONLY:

1. **END-OF-YEAR CONTENT AREA MARKS FOR ALL 6th GRADERS:**
 - a. End-of-year content area marks must be entered for all 6th graders.
 - b. Elementary school 6th grade end-of-year standards-based content area marks will be converted into units (eSIS credits). Students who receive a mark of "DP"="Developing Proficiency," "MP"="Meets Proficiency," or "ME"="Meets with Excellence" will be given one unit. Units are awarded for all content areas including Language Arts, Mathematics, Science, Social Studies, Fine Arts, Health, Physical Education, World Languages (if applicable), and Career and Technical Education using generic Authorized Courses and Code Numbers (ACCN). The units will be reflected as entries in the student's credit details.
 - c. Units will be converted into eSIS after the last K-6 elementary school completes the school year. If end-of-year content area marks are not found in eSIS, students will **not** receive units and the middle/intermediate schools will have to manually add the eSIS credits based on hard copies of the elementary report card found in the cumulative folders.

2. **GRADE 92 SPECIAL EDUCATION PRE-SCHOOLERS**: Students who are in special education pre-school classes and who will not reach age 5 by July 31, 2015, are to be kept in grade 92 for the 2015-2016 school year. Specific instructions will be included in the **Elementary End of School Year Checklist** on the eSIS website.

HIGH SCHOOLS ONLY:

1. **COMPLETION/GRADUATION**: High schools confirm/enter the Diploma Type earned by all graduates for the Completion/Graduation status code via eSIS. Deadline to do this is 4:00 p.m. on **June 12, 2015**. It is imperative that schools accurately input the Diploma Types as this will affect reporting of your school's Strive HI reporting. Pre-transition for all graduates (including underclassmen graduates) must be run by 4:00 p.m. on June 12, 2015.

- a. In the pre-transition list:

Diploma recipients: "Nx Sch" = Null (blank); "Nx Gr" = Grade 13; and the "Transition Withdraw Code" field = Null (Blank)

IPP Certificate recipients: "Nx Sch" = Null (blank); "Nx Gr" = Grade 13; and the "Transition Withdraw Code" field = IPP Certificate

- b. Graduating students will be auto withdrawn through eSIS YET.

2. **DIPLOMA DATES**: Diploma Met and Diploma Issued dates will be the last school day of the school year for all students who have Nx Sch = null; Nx Gr = 13; (graduated).

Do not manually populate these fields prior to YET. If a date is already populated, default dates will NOT overwrite these fields.

The following dates will be defaulted for students who are pre-transitioned from grade 8 to grade 9:

Projected Graduation Year = 2019

Gr. 9 Entry Date = 6/15/2015

Date of First Entry to State High School = 6/15/2015

Grade at First Entry to State High School = 9

Thank you for your attention to these requests. If you should have any questions, please call the Customer Service Desk (CSD) at 564-6000. Neighbor Islands can call CSD at the toll-free HATS line 8-1-808-692-7250.

CS:KY:SC:rs

- c: Superintendent
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