

**INFORMATION TECHNOLOGY**

**Federal, State, and Local Reporting**

**Information and Reports Pertinent to Closing School at End of Year**

This regulation supersedes Regulation 6610.2.

**I. PURPOSE**

To provide general instructions for closing schools at the end of the year and for preparing final reports.

**II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

- A. Section VII. A. has been revised to include Notice 5110.
- B. Section VII.C. has been revised with more accurate directions.

**III. SCHEDULE AND REPORTS**

	<u>School Level Reference Code</u>
A. Examination Schedule	H
<p>High school examinations are to be conducted on a student schedule of 4 hours and 20 minutes. This will provide for two 2-hour examinations with a break of 20 minutes between. Appropriate exemptions from this schedule may be granted for 12<sup>th</sup> grade students who are scheduled to graduate. Students in grades 9 through 11 must be in attendance for the complete examination schedule. In cases in which examinations are not given, teachers are expected to have an appropriate evaluation activity.</p>	
B. Report Cards	
1. Report cards for elementary students must be distributed at school on the last pupil membership day of the school year.	E
2. Report cards for middle and high school students must be mailed within five working days following the last pupil membership day of the school year.	M, H
3. All high, secondary, and middle teachers are to advise students of their marks before the end of school on the last	M, H

pupil membership day of the school year.

- C. Closing Days for Students E, M

Elementary and middle schools and middle sections of secondary schools will operate on full-day sessions. On the last pupil membership day of the school year, all schools will close 2 ½ hours after the regular opening schedules with minor adjustments contingent upon bus schedules.

- D. Collection of Library Books E, M, H

Circulation of library books will end ten school days before the end of school. Reference activities will continue in the library until the last day of the school session.

#### **IV. REQUIRED REPORTS CALENDAR**

Principals and other program managers shall comply with the requirements for submitting annual reports. A required reports calendar is included in Notice 6610, which is issued annually.

#### **V. END-OF-SCHOOL PROCEDURES FOR MAINTAINING STUDENT RECORDS**

- A. Retention, Promotion, and Receiving School Data E, M, H

All promotion, retention, and receiving school data must be entered in student information system (SIS) within two working days following the last student membership day of the year.

- B. Graduates H

A list of students who are not in membership in SIS, but who will graduate in June, should be sent to the Office of Enterprise Information Services, Department of Information Technology, on or before the established graduation date. The name, ethnic category, sex, date of birth, type of diploma, and school last attended of each of these students must be included.

- C. Attendance

1. Students Who Leave Before the End of the Year E, M, H

Students leaving before the end of the school year whose last day of attendance is within 15 days of the end of school, may

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be counted absent through the last pupil membership day. Pupils whose last day of attendance is prior to 15 days before the end of the school year must be withdrawn. Students may be withdrawn from membership during the last 15 days of school for two reasons only: for 15 consecutive days absence and / or entering another school jurisdiction before the end of the school year.

2. June Absences E, M, H

Absences for all students in Head Start through grade 12 must be reported through the last membership day of the year.
  
- D. Retention of End-of-Year Reports E, M, H

End-of-year reports will be retained in the school as required by the Virginia Department of Education for audit purposes. The following reports are retained until the administrative purpose is complete but no longer than five years:

  1. Age-Grade Distribution
  2. Attendance Summary
  3. Promoted or Retained
  4. Student Master File Absence
  5. Student Year-End Register

Items 1 through 5 are managed by the Office of Enterprise Information Services, Department of Information Technology.
  
- E. Completion of Membership and Attendance Records E, M, H
  1. All student membership and attendance records must be completed in SIS by 7:30 p.m. on the last school day of the year.
  2. Data for all state and local required end-of-year reports for the school year are extracted and audited, and reports are prepared after the last school day. These reports must contain only current-year data. Therefore, any changes that affect the next school year must be held until the SIS for the next school year is available.
  3. The June end-of-the-month membership report must be certified by the principal or designee and forwarded via fax to

the Office of Enterprise Information Services, Department of Information Technology, on the last school day of the year.

- F. Completion of Mark Reporting Records E, M, H

All activities in current student academic records, including local school report requirements, must be completed within five working days following the last pupil membership day of the school year.

- G. SIS Maintenance E, M, H

After the eighth working day following the last pupil membership day for the school year, the Department of Information Technology will be moving and using data from the current year to create both history files and the new SIS for the next school year. Therefore, all reports from SIS for the current school year must be run within eight working days following the last day of school. No programs that update SIS data can be accessed by the schools until the new SIS for the next school year is available.

**VI. LOCAL SCHOOL ACTIVITY FUND REPORTS** E, M, H

The local school financial records cover a fiscal year beginning July 1 and ending June 30. Instructions for preparing school activity fund reports are contained in the latest version of Regulation 5810 and should be completed in accordance with the schedule provided in Notices 5110 and 6610, which are issued annually.

The original of each report must be retained by the school, and two copies must be submitted to the Department of Financial Services in accordance with dates established by the Department of Financial Services.

**VII. INSTRUCTIONS FOR FISCAL YEAR-END CLOSEOUT OF APPROPRIATED FUNDS AND REPORTS TO THE DEPARTMENT OF FINANCIAL SERVICES** E, M, H

- A. Principals and other program managers should comply with fiscal year closing deadlines, report due dates, instructions, and other key dates for beginning new fiscal year processing. These dates are provided in Notices 5110 and 6610, which are issued annually.

B. The goals of advanced planning for fiscal year close-out are to:

1. Promote the prudent use of appropriated funds and maintain expenditures within appropriation levels.
2. Ensure that official accounting records are closed in accordance with generally accepted accounting principles.
3. Record all expenditures for goods and services received or incurred as of June 30. Goods and services received on or after July 1 should be charged to the new fiscal year.
4. Record all revenue as of June 30.
5. Provide a smooth transition from the current fiscal year to the new fiscal year, to ensure minimal disruption of school operations.

C. Employee Mailing Address on File

To avoid loss or delays of official FCPS communications sent via United States Postal Service, including pay advices, program managers should remind all employees to maintain an accurate mailing address with the Department of Human Resources. If necessary, the employee should complete an updated Name and Address form, FS 73-01. The form can be obtained from the work location, by contacting HR Client Services at 571-423-3000 or at the following web site <http://www.fcps.edu/DIT/kam/docmgmt/forms/fs7301.pdf>. Completed forms should be submitted to the Office of Payroll Management.

## **VIII. EQUIPMENT MAINTENANCE AND REPAIRS**

E, M, H

Prepare an inventory of equipment selected for summer repairs and retain a reference copy in case of theft, fire, or other loss. Equipment used in art, industrial technology education, work and family studies, and trade and industrial departments is serviced and repaired throughout the school year by submission of work order requests.

Requirements for tags should be submitted on work order requests to the Department of Facilities and Transportation Services, Office of Facilities Management, Logistical Services Section. Tags or forms to be used with each type of equipment are identified in the instructions for specific equipment.

Instructions for specific equipment are as follows:

A. Audiometers

E, M, H

Audiometers must be calibrated each year. Calibration shall be facilitated by the Field Services Section in accordance with the current version of Regulation 2106. The Field Services Section shall pick up the audiometers in the school clinics after June 1, but prior to the dismissal of school in June and shall maintain a contractual agreement with the vendor that assures the return of recalibrated audiometers before the opening of school in the fall. Meters will be returned to the school clinic before the opening of school. The Department of Information Technology shall assume leadership responsibilities for the repairs. A repair request can be initiated via the ACT work order system.

B. Art Equipment

E, M, H

Art equipment is serviced or repaired throughout the school year by submission of work order requests.

Each item should be tagged using a plain tag. Each tag should show school name, room number, and nature of trouble. Place the school name and art room number on each item with a felt-tip pen to facilitate control.

A completed maintenance service equipment repair notice should be left as a receipt when equipment is removed from the building by an Office of Facilities Management representative.

C. Industrial Technology Education and Trade and Industrial Education Equipment

M, H

Power equipment is serviced by shop equipment repair personnel throughout the school year by submission of work order requests. Small power equipment should be boxed and sent through the courier system (pony) to the Office of Facilities Management.

Teachers are responsible for treating equipment with a rub-on wax inhibitor and for painting work tables and work benches with a water-based product sealant annually or as needed. Industrial technology education department chairpersons should use their site-based local procurement procedures relating to preventive maintenance to request wax inhibitor and water-based sealant.

The quantity of wax inhibitor will be limited to two cans for middle schools and high schools and three cans for secondary schools. The quantities of water-based sealant will be limited to two gallons for middle schools and three gallons for high schools.

The items listed below are routinely serviced throughout the school year. When service is needed, the following items should be packaged and tagged with the school name and address on each package and sent through the courier system (pony) to the industrial technology education program coordinator at the Alan Leis Instructional Center. Marking items individually with school names using a felt-tip pen will facilitate the return of items to specific schools.

- |                             |                                    |
|-----------------------------|------------------------------------|
| 1. Handsaws                 | 5. Planer blades 12", 18", and 24" |
| 2. Mitre saws               | 6. Router and dado bits sets       |
| 3. Table saw blades         | 7. Carbide-tipped blades           |
| 4. Jointer knives 6" and 8" | 8. Printing cutter                 |

D. Family and Consumer Sciences M, H

Sewing machines in need of repair should be marked with all necessary information. A tune-up of sewing machines will be scheduled during July and August.

E. Drapes, Slipcovers, Carpets, and Rugs E, M, H

Drapes and slipcovers are cleaned commercially. Arrangements are made through each school, and costs are paid from local school funds.

Preventive and interim maintenance of carpeting is the responsibility of school custodians. Shampoo and spot and stain removers are available through the Office of Supply Operations for cleaning. Carpet extractors are available for loan from various locations throughout the school system, as well as from the Plant Operations Services Section. For information on the location nearest you, contact the Plant Operations Services Section or the plant operations cluster monitor.

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F. Maps

E, M, H

If social studies maps need repair and adjustment, schools should contact local company representatives for Rand McNally, Nystrom, or Cram. Representatives will provide technical assistance upon request.

G. Musical Instruments

E, M, H

1. Musical instrument repairs are accomplished throughout the school year under bid contract. Pickup locations are at each middle school or high school. Elementary schools deliver their instruments in need of repair to the closest middle or high school. The music teacher of the requesting school will complete the music instrument repair form indicating all missing or broken parts prior to pickup of instruments and equipment.
2. Pickup of musical instruments and equipment for repair will be made after notification from the requesting school. Repairs of musical instruments and equipment requiring major repairs or overhauls must be approved by the music specialist or the coordinator of the Fine Arts Office, Alan Leis Instructional Center. All instruments and equipment will be delivered back to the pickup location. All repair parts and workmanship will be warranted for a minimum of one year.
3. Schools needing instruments returned for summer programs should indicate "summer program" on the music instrument repair form for those instruments. High school marching instruments will be returned before the start of summer rehearsals. All other instruments will be returned before the opening of school.

**IX. LOANED EQUIPMENT**

E, M, H

Equipment loaned to employees for the summer must be approved by the principal. Employees borrowing the equipment must complete an equipment loan form that acknowledges their responsibility for the equipment.

**X. SECURITY**

E, M, H

Principals must reclaim school keys from employees not returning for the next school year. Also, principals who are not returning to the same school for the next school year must return their building master key to the school inventory and report completion of this to their cluster assistant superintendent.

**XI. INVENTORY**

Principals not returning to their current assignments may request the property auditor in the Office of Supply Operations to conduct a special equipment inventory.

**XII. FOOD SERVICE**

Full-menu service will be offered in all elementary and middle schools through the noon meal on the last full day of instruction.

E, M

High schools will offer limited offerings, such as cold sandwiches, snacks, yogurt, and assorted beverages, from the last full day of instruction through the noon meal on the last day of examinations.

H

**XIII. UNCOLLECTED FEE RECORDS**

E, M, H

Records of students who owe fees for items such as lost or damaged library books, textbooks, and locks should be retained in a central location by each school for a period of three years.