

Input Location Marking Period

What you need?

The school calendar. Review the calendar to determine how many unique ways a class ends with a FINAL GRADE and when classes start and end date for each. ONLY final grades; quarterly grade may not matter, interim reports are irrelevant.

How many records will my school need?

It depends on how many times a year classes end and when passing/failing is determined &/or credit is awarded on a transcript?

Length of class	Start date	End date	Common Usage
Full year	1 st day	Last day of school or 2023-06-30	Grades K-12
Half-year Fall	1 st day	A mid-year date (i.e. end of Jan. Regents)	Grades 9 -12
Half-year Spring	The day after Fall term ends	Last day of school or 2023-06-30	Grades 9 -12

Elementary and Middle schools

frequently ONLY need 1 LMP record for the full year.

High schools

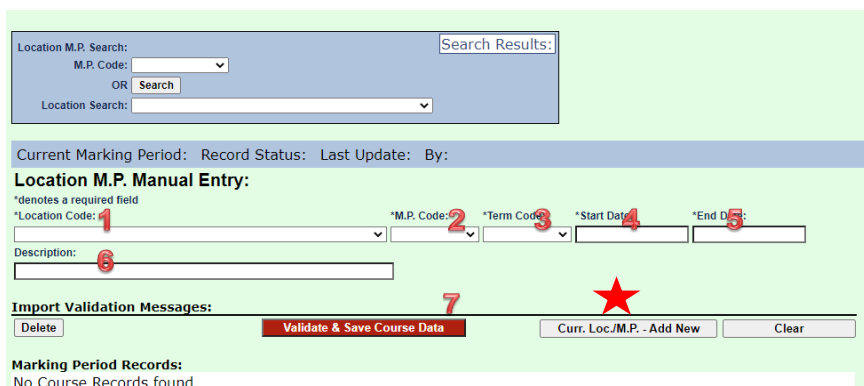
that award credit & have final grades for semester classes will need 3 LMP records.

Sign into Level 0,

Hover over **Manual Input**

Tap **Location M.P.**

- Location Code:** select the school's name and location code from the drop-down menu.
- M.P. Code:** number that represents the final marking period within the school year, semester or summer school session
- Term Code:** Term associated with the Marking Period
- Start Date:** Beginning date of the corresponding marking period in the current school year.
- End Date:** Ending date of the corresponding marking period in the current school year.



The screenshot shows the 'Location M.P. Manual Entry' form. It includes a search bar at the top, a table for 'Current Marking Period' with columns for Record Status, Last Update, and By. Below this is the 'Location M.P. Manual Entry' section with fields for *Location Code (1), *M.P. Code (2), *Term Code (3), *Start Date (4), and *End Date (5). There is also a Description field (6). At the bottom, there is an 'Import Validation Messages' section (7) with a 'Delete' button and a 'Validate & Save Course Data' button. A red star is placed over the 'Curr. Loc./M.P. - Add New' button.

6. **Location Marking Period Description:** optional text, to summarize the Marking Period in the current school year. (i.e. Fall, Spring, Full Year, etc.)
7. **Validate & Save Course Data:** tap to save the record.

Need another LMP?



Current...: If you need to add another Location Marking Period, **always** click here before entering a new record to avoid changing a single record over and over again.

Be sure to click the **Validate & Save Course Data** button after each record is added.

After all records are added, the file must be locked and submitted. From the grey navigational menu/bar across the top of the screen, hover over **L1-Data Prep.** and click on **Location Marking Period**. Click **Validate Now**. Then click the green **Create File for Level 1 Submission** button. Once the Create File is clicked, your data is ready for each weekly data transfer to the NYCDOE for submission to NYSED.

As always, call us if you need us at 631-218-4134