

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.**

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

The screenshot shows the 'Location M.P. Manual Entry' form. At the top, there is a search bar for 'Location M.P. Search' and 'Location Search'. Below that, a status bar shows 'Current Marking Period: Record Status: Last Update: By:'. The main form area has several fields: '*Location Code:' (1), '*M.P. Code:' (2), '*Term Code:' (3), '*Start Date:' (4), and '*End Date:' (5). There is a 'Description:' field (6) below these. At the bottom, there is an 'Import Validation Messages:' section (7) with a 'Delete' button, a 'Validate & Save Course Data' button, and a 'Curr. Loc./M.P. - Add New' button. A red star is placed above the 'Add New' button. Below the form, it says 'Marking Period Records: No Course Records found.'

- 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.

Location M.P. Data Prep. for Level 1:
Verification Checks:
Perform a 2nd level of error checking. When Level 0 has it's W/F error level set to 'Fatal', Location M.P. data can not be sent to Level 1 until this process has been completed with no errors.
Last Level 1 File Creation/Upload: None
Validate Now
Validation results...
Click the button below to create export file for Level 1
Create File for Level 1 Submission Save As
Data Prep. messages...

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