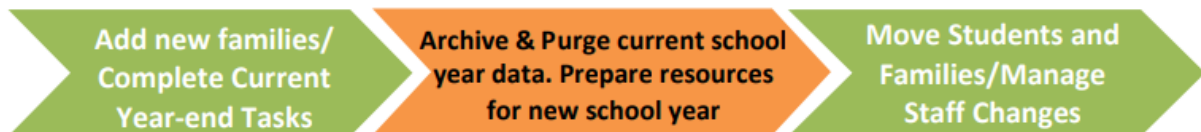# Prepare for New School Year Tool

Introduction

At the end of the school year, after finalizing current school year data, it is time to save all of the current school year data. This process happens before promoting students, moving up new families and removing graduating and outgoing families. The **[Admin]** tool '**Prepare for New School Year**' lets you archive (save) current school year data and prepare your SchoolSpeak account for the new school year in three steps.

When can I add new families to my SchoolSpeak account?

Adding new families for the new school year may begin as soon as registration opens. You do not need to wait until the end of the school year. Adding new families into SchoolSpeak is a great way to welcome them to the school community and to start involving them in school activities. When adding the new families before the end of the year SchoolSpeak please do <u>not</u> add them to current family groups such as School, Kindergarten, 1st grade and 2nd grade as it can alter your reports for this year. Instead, create staging groups such as 'New Families', 'New-K', 'New-1' and 'New-2'. You can still use the 'Add family' admin tool and add the new families to the staging groups. Once a new family is added to SchoolSpeak, you may send them their new SchoolSpeak login information or you may opt to send it at a later time. At the end of the year, it is a simple process to move the new families into the proper grade level groups. Refer to Adding New Families information for details.

New School Year Preparation Process

New school year preparation has three main steps:

1. Finalize current school year data: Grade books, report cards, volunteer hours log, SCRIP tracking, etc.
2. Archive the current school year's data and purge the data in resources to prepare them for new school year.
3. Promote the your current students to the new grade levels, move the new students and work with staff changes.

What is Archiving?

The process of archiving will create a read only copy of the current school year data so that it can be accessed in future. For example, a teacher may want to review a student's prior year's report card.

SchoolSpeak recommends archiving and purging at least two weeks after the term end date. This allows parents enough time to review report cards and teachers to finalize grade books and report cards. Archived data cannot be modified. You will have only view access to archived data.

What is Purging?

Deleting old data from the live system is purging. After you achive (save) your school's data in SchoolSpeak it is good practice to purder old data from many resources. For example, deleting old announcements, calendar events, last year's gradebook and report card data. This step also prepares resources for new school year including setting up new term dates in the gradebooks and reportcards.

When do I promote students and make staff changes?

After you have archived purged the data, it is time to promote students for the next school year, remove outgoing families, and handle staff changes. The '**Prepare for New School Year**' tool takes you through each of these steps.

Note: If you need help in performing any of these tasks, please contact SchoolSpeak Support at support@SchoolSpeak.com.

How to Access Prepare for New School Year Tool

This tool is accessible only to SchoolSpeak account administrators. To access the Prepare for New School Year tool:

1. Click **[Admin] link** on the top-left of any SchoolSpeak page to go to the '**Admin Utilities**' page.
2. Select '**Prepare for New School Year**' from Manage Resources section.

How to Use Prepare for New School Year Tool

The tool has four steps. Perform them in order.

STEP 1: Select modules to archive

STEP 2: Archive and delete old data

STEP 3: Move Students

STEP 4: Mark preparation for next school year as complete

Select Modules to Archive

You may review the default archive and purge policy for each resource type. This section will also provide important notes for each resource.

1. Click **STEP 1: Select modules to archive** link.

   STEP 1: Select modules to archive

   View and modify archive and purge configuration ➡

2. Click on View and Modify archive and purge configuration to review the standard archive and purge configuration policy and review the current policies for your school.

   The default archive and purge policy for all the resources. The chart will display for each type of resource:

   > Is it archived?

   > What happens to the data from the current year?

   > Can a school opt to make a change to the policy?

Module	Archived?	Delete old data?	Can school modify data deletion policy?
Grades**	Yes	Delete data up to archive date	No, Contact SchoolSpeak support
Report Cards	Yes	Delete data up to archive date	No, Contact SchoolSpeak support
Lunch Order**	Yes	Delete data up to archive date	No, Contact SchoolSpeak support
Online Order**	Yes	Delete data up to archive date	No, Contact SchoolSpeak support
Conduct Report	Yes	Delete data up to archive date	No, Contact SchoolSpeak support
Disciple Of Christ	Yes	Delete data up to archive date	No, Contact SchoolSpeak support

ACR	Yes	Delete data up to archive date	No, Contact SchoolSpeak support
Invoice**	Yes	Retain last 365 days of archive data	No, Contact SchoolSpeak support
Calendar	No	Retain last 365 days of archive data	Yes
Reminders	No	Retain last 365 days of archive data	Yes
Bulletins	No	Retain last 365 days of archive data	Yes
Homework	No	Retain last 365 days of archive data	Yes
Portfolio	Yes	Retain last 365 days of archive data	Yes
Volunteer Calendar	Yes	Retain last 365 days of archive data	Yes
Deleted Members	Yes	Retain last 365 days of archive data	Yes
Lesson Plan**	Yes	Retain last 365 days of archive data	Yes
Lesson Plan - Unit	Yes	Retain last 365 days of archive data	Yes
Goal Tracking**	Yes	Do not delete	Yes
SignUp	Yes	Do not delete	Yes
Forms**	Yes	Do not delete	Yes
Web Pages	No	Do not delete	Yes
File Locker	No	Do not delete	Yes
Members	Yes	Do not delete	Yes
Groups	Yes	Do not delete	Yes

Important notes:

- ** **Grades** – *Option to retain assignments* - Gradebooks have a setting that may impact the purge policy. In the **Settings -> Gradebook Configurations -> Retain Assignments for Next School Year** is set to No by default, but when set to Yes, SchoolSpeak will copy all assignments in all terms from the past school year into the new school year. Student grades, score comments and teacher comments on individual student scores are **not copied.**

- ****Lesson Plan:** *Option to retain last year's lesson plan* - If the flag 'When archived, copy records to next School Year' is enabled in the Lesson Plan resource Settings page, the lesson plans for the current school year including homework assignments will be copied to the next school year with similar dates while archiving. If schools would like teachers to make a new lesson plan each year, confirm this flag is set to **NO** on the Lesson Plan Settings page for each Lesson Plan resource. (Each teacher will have their own lesson plan, this must be set in each lesson plan resource.)

- ****Lunch Order** – *Status of balances* - Also called Daily Order, this resource will purge all current year order data, but does not purge family credits or balances after archiving. If cleared accounts are needed, the credits and balances must be cleared one-by-one for each family.

- ****Online Order** – *Status of unfulfilled orders* -In Settings -> Instructions and Configurations -> **Should purge delete unfulfilled order**: Default is set to No. When set to Yes, the Online Order resource will delete orders that are unfulfilled after archiving.

- **** Online Order** – *Status of unpaid orders* - In Settings -> Instructions and Configurations -> **Should purge delete unpaid order**: Default is set to No. When set to Yes, the Online Order resource will delete orders that are unpaid after archiving.

- **** Invoice** – *Status of invoices* - By default, invoices are archived, but do not purge (delete). This is because schools often invoice before the archive for the following school year.

- **** Goal Tracking** – *Status of Entries* - By default, the goal tracking resource is archived, but it is not purged (entries are not cleared). Many schools use this resource as a tool to track both parent volunteer hours and also fundraising commitments over longer periods of time. This resource can be set to purge yearly if not used for tracking until after the archive. If youe school tracks data yearly and you need to submit data for the coming school year before your school is set to archive and purge, please create a new resource for it, so as not to lose any data.

- **Forms** – *Status of forms* - By default, forms are included in the archive, but are not purged. If a form is re-used every year, call SchoolSpeak Support to make a copy of it. This copy can then be modified for use for the current year, leaving the original and its records intact.

Next, review the archive and purge configuration of all resources in the account and modify them as required. Most schools will use the default policy. Resources with changed policies will be highlighted in grey.

Set default archive/purge policy

241 resources are not using the default archive/purge policy.

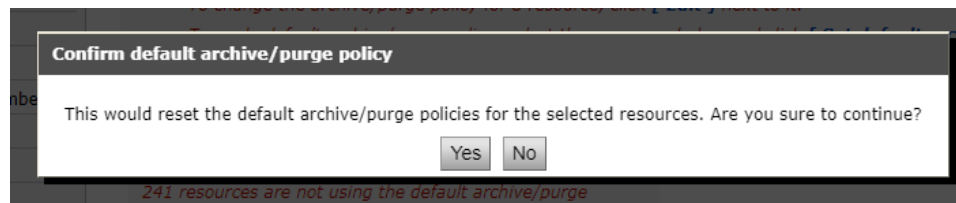☐ Show resources not using the default archive/purge policy   **View default archive/purge policy**

	Group Name	Resource Name	Type	Archive	Delete old data?	
☐	**School**	Order Apples Online	OnlineOrder	✓	Keep data from last 365 days	[Edit]
☐	**School**	Registration 2019-20	WebPage	✓	Do not delete	[Edit]
☐	**School**	Re-Registration 2017-18	WebPage	✓	Do not delete	[Edit]
☐	**School**	Registration Form 2019-20	Forms	✓	Do not delete	[Edit]
☐	**School**	Admission 2019-20	Forms	✓	Do not delete	[Edit]
☐	**School**	Admission 2017-18	Forms	✓	Do not delete	[Edit]
☐	**School**	Home page	WebPage	✓	Do not delete	[Edit]
☐	**School**	Register for 2015-16	Forms	✓	Do not delete	[Edit]

Note: Resources may not be using the default archive or purge policy and clicking the button **Set Default Archive/Purge Policy** will reset **all resources** back to the default configurations for archiving and purging.

To use the default Archive and Purge policy

a) Click the **Set default archive/purge policy** button. You will see the confirmation message to reset the current configuration of **ALL** resources for archiving and purging.

b) Click **Yes**

Confirm default archive/purge policy

This would reset the default archive/purge policies for the selected resources. Are you sure to continue?

Yes   No

241 resources are not using the default archive/purge

To use a custom Archive and Purge Policy for a resource

a) Scroll through the resources and identify any resource which needs to be adjusted.

☐	**School**	Scrip Tracking	GoalTracking	✓	Do not delete	[Edit]

b) Click Edit to the right of the resource.

c) Scroll Down to the section Archive and Purge Data Policy

Archive and data purge policy:

Archive this resource:	● Yes ○ No
After archiving is run, delete data from this resource?:	● Delete data upto archive date
	○ Do not delete data
	○ Retain data up to these number of days before archive date

Update

d) Make needed change:
   i) Set **Archive this resource** to **Yes** to include in Archive or to **No** to exclude from Archive
   ii) **Delete data up to archive date**: Deletes the data up to 'Archive data up to' date (see STEP 2).
   iii) **Do not delete data**: Does not delete the data from resource.
   iv) **Retain data up to these numbers of days before archive date**: Retains the data of the specified number of days before the 'Archive data up to' date. You can change the number of days for some of the resources. However the maximum is 365 days.
e) Click **Update**
f) Repeat the same steps for all the other resources needed

Step 2: Archive and Delete Old Data

This step lets you pick up the start and end date for the data to be archived, performs archiving and purging, and prepares the resources for new school year.

STEP 2: Archive and delete old data

Archive description: 2018-19 Archive
Archive data from: 06/30/2018
Archive data up to: 05/21/2019

Please enter the term dates for next school year. Tentative term dates for the next year are populated based on current term dates. You can modify these term dates later in [Admin] => [Edit Gradebook Parameters] tool

Term1: Start Date: 08/20/2019 End Date: 11/16/2019
Term2: Start Date: 11/19/2019 End Date: 03/21/2020
Term3: Start Date: 03/24/2020 End Date: 05/19/2020
Term4: Start Date: [   ] End Date: [   ]

*Please verify that all students have report cards previewed or published for the final term of the school year. To confirm, go to **Manage Report Cards** and Select Preview next to each class. If any students do not have previewed or published report cards, please preview them before Archiving and Purging. Once the account has been Archived for the 2018 - 2019 school year, it is not possible for Account Administrators to do this.*

Archive & Purge

1. **Setup the dates for the archive and term dates for your next school year.**

Archive data from: SchoolSpeak automatically fills this date based on '*Archive data up to*' date from last archive. If this is the first time archive is performed, it will be the account creation date.

Archive data up to: Select the cut-off date for selecting records for archiving. For example, if the archiving is done on 6th of July, 30th of June can be '*Archive data up to*' date matching the school financial year. The '*Archive data up to*' date needs to be a past date. If your school used the daily order (lunch) or invoice resources and there are amounts for the current month, please wait until the beginning of the next calendar month.

> **Note about dates:** *Records in SchoolSpeak resources have one or more dates associated with them and they are used for selecting the data to be archived.*
>
> - *For a calendar event, it is the event date.*
> - *For gradebook assignments, it is the assignment date.*
> - *For announcements, the 'From' and the 'To' dates.*
> - *For volunteer time log, it is the date associated with each entry.*
>
> **Note**: *The date record is created, for example, when the calendar event created is not considered for archiving.*
>
> The 'Archive data from' and 'Archive data up to' dates are used for selecting records for archiving. If the archive data from date is 7/1/2018 and archive data up to date is 6/30/2019, all records with dates within this date range are selected for archiving.

Adjust the term dates for the next school year: Adjust the term dates as needed.

> a) If transitioning from Trimesters to Quarters, add start date and ending date in designated fields for Term 4.
>
> *Please enter the term dates for next school year. Tentative term dates for the next year are populated based on current term dates. You can modify these term dates later in [Admin] => [**Edit Gradebook Parameters**] tool*
>
> **Term1:** Start Date: 08/17/2018 End Date: 10/18/2018
> **Term2:** Start Date: 10/19/2018 End Date: 12/30/2018
> **Term3:** Start Date: 12/31/2018 End Date: 03/07/2019
> **Term4:** Start Date: 03/08/2019 End Date: 05/21/2019

b) If transitioning from Quarters to Trimesters, remove start date and ending date in designated fields for Term 4.

*Please enter the term dates for next school year. Tentative term dates for the next year are populated based on current term dates. You can modify these term dates later in [Admin] => [**Edit Gradebook Parameters**] tool*

Term1: Start Date: 08/17/2018 End Date: 11/30/2018
Term2: Start Date: 12/03/2018 End Date: 02/28/2019
Term3: Start Date: 03/04/2019 End Date: 05/31/2019
Term4: Start Date: [ ] End Date: [ ]

3. *Verify that all students have either a previewed or a published report card. Once the account is archived and purged, it is not possible to preview or archive for students who do not have report cards.*

   Note: *Once the account is archived and purged, parents will no longer have access to the grade and report card data for the past school year. Please wait at least two weeks after the report cards and grades are released to parents to give them time to review.*

Click the Archive & Purge button.

*Please verify that all students have report cards previewed or published for the final term of the school year. To confirm, go to **Manage Report Cards** and Select Preview next to each class. If any students do not have previewed or published report cards, please preview them before Archiving and Purging. Once the account has been Archived for the 2017 - 2019 school year, it is not possible for Account Administrators to do this.*

[Archive & Purge]

To Archive, click Yes

Confirm Archive

Have you finalized the grades, attendance and report cards and make sure all students have the final term report cards?

Click yes to start archive process. This operation may take a few minutes to complete.

[Yes] [Cancel]

Confirm Archive

Have you finalized the grades, attendance and report cards and make sure all students have the final term report cards?

Click yes to start archive process. This operation may take a few minutes to complete.

Yes   Cancel
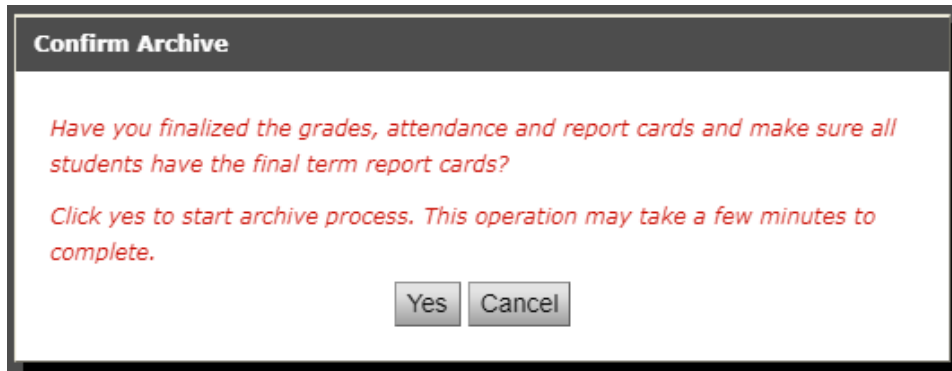
The page will refresh with the archive and purge status message. This process can take some time but should take no longer than 15 minutes. If the page fails to complete archiving and purging, please contact SchoolSpeak Support.

STEP 3: Move Students

In this step you will

- Promote students to next grade
- Move graduating students and parents to 'Class of 2015' group
- Move students and families not returning to 'Not returning 2015' group
- Disable SchoolSpeak access for graduating class and families not returning
- Remove students and parents from academic subgroups and extracurricular group

SchoolSpeak access is not disabled for parents of graduating or leaving students with siblings returning to school next year.

Instead of disabling SchoolSpeak access of graduating families and left families, you have option to delete them. SchoolSpeak doesn't recommend deleting them for few months as you may need to communicate with them.

STEP 3: Move Students

Create a group 'Class of 2019' ❷

Create a group 'Not returning 2019' ❷

Move Students

a. **Move families not returning using 'Student Transfer'** *(Remember to uncheck 'Do not remove from source group'.)*

b. **Remove Students and Parents from academic or extracurricular subgroups** *(Such as Math A, Math B and 5th Boys basketball that will have new members next school year)*

c. **Move up students**

      Use Batch Group Transfer *(If you have one class per grade.)*

      OR **Use Student transfer** *(If you have multiple classes per grade or multiple grade levels per class.)*

d. **Disable 'Class of 2019' and 'Not Returning 2019'**

If you haven't already created a group for moving graduating students and families, click on **Create a group 'Class of 2019'** button to create a group for moving all graduating families. The page will refresh with the status message.

If you haven't already created a group for moving families not returning, click on **Create a group 'Not Returning 2015'** button to create a group for moving families not returning. The page will refresh with the status message.

If you want to review and modify configuration of the groups created, use the Admin tool **'Edit groups'**.

a. Move Families not returning using Student Transfer tool

The two groups not returning are graduating students (Alumni) and withdrawing families (during the year you may have put the transferred out families into a 'Withdrawn Families' group and at the end of the school year, you want to move them and families that decided not to return next year to the **Not Returning 2019** group). You can move these not returning families to the group **Not Returning 2019** using the Student Transfer tool.

1. Click Move families not returning using 'Student Transfer' link to access 'Student Transfer' tool.
2. In **Transfer From**, select the source group where the students are currently located.
3. Uncheck the **Student(s)** box to unselect all the students
4. Check the box to the left of each student moving groups
5. In **Transfer To**, select the destination group where the students are being moved to.
6. Leave checked the box **Do Not Remove from Source Group** to leave the students in the source group. Uncheck the box **Do Not Remove from Source Group** to remove the students from the source group.

7. Leave box checked to **Move Guardians Also**

Student Transfer [Permissions]

Transfer From

Grade 4 ▾

Transfer To

Not returning 2019 ▾

☑ Do not remove from source group

☑ Move guardians also

Select Students to transfer:

☐	Student(s)
☐	Bradford, Blesson
☐	Bradford, Karen
☑	Brown, Matt
☐	Chu, Jeff
☑	Davidson, Melanie
☑	Davis, Kyle

Transfer

8. Click **Transfer**

The page will refresh with the transfer status message.

You can use either **Batch Group Transfer/Student Transfer** tool for moving the graduating families.

b. Remove Students and Parents from academic and extracurricular subgroups

Not all schools have these types of groups setup in SchoolSpeak. Examples of these include Math A and Math B sections of 6th grade, Algebra and Pre-Algebra in 8th grade, 5th grade Band or 4th grade Violin. If no such groups need to be cleared, please skip to c. **Move up Students (Promote Students).**

Click **Remove Students and Parents from academic or extracurricular subgroups**.

Click **Edit Groups**

➕ Default Public Groups

➕ All Groups

➕ Manage Groups for next school year

To the left of each group that needs to be cleared, check the box.

✔	Wizard of Oz - Spring 2019 Musical	Wizard of Oz - Spring 2019 Musical		⚙ Admin	🗑 Delete	↑	↓	⊤	⊥
✔	Soccer	Soccer	X	⚙ Admin	🗑 Delete	↑	↓	⊤	⊥
✔	Middle School Basketball	Middle School Basketball		⚙ Admin	🗑 Delete	↑	↓	⊤	⊥
✔	4th Math A	Advanced 4th Math		⚙ Admin	🗑 Delete	↑	↓	⊤	⊥
✔	4th Math B	4 Mathematics		⚙ Admin	🗑 Delete	↑	↓	⊤	⊥

Scroll to the top of the screen

Click the button **Remove All Students and Parents**

🗑 Remove all students and parents		🗑 Remove all members	
☐	**Name**	**Description**	**G** **L**
☐	School	School	
☐	6-8 Choir	6-8 Choir	
✔	Wizard of Oz - Spring 2019 Musical	Wizard of Oz - Spring 2019 Musical	

Return to the **Prepare for New School Year** tab. The students and parents have been removed from the groups selected, and they are ready for the next school year's group of students.

c. Move up Students (Promote Students)

You can move students (along with parents) to higher grades using **Batch Group Transfer** (if you have one class per grade) as well as **Student Transfer** (if you have multiple classes per grade).

The **Batch Group Transfer** tool lets you move students in batches from one grade to another. This is a great way to move students when you have one class/section per grade.

Is Batch Group Transfer or Student Transfer the best method of moving students for your school? Please review the following considerations before using this tool.

Considerations

1. Your school has children in single class/section per grade. For example, there is one First Grade, Second Grade, Third Grade, and so on. YES - Use Batch Group Transfer tool to promote the students.
2. You need to move groups without making independent student selections to another group. For example, all the students of Basketball Jrs group to Basketball Srs group. Yes – Use Batch Group Transfer tool to move the students.
3. Your school has multiple classes/sections per grade, for example 8A, 8B, 7A, 7B, and so on, and you need to selectively move students to a new class/section of a grade. No – Use the Student Transfer tool. (Note: You can use Batch Group Transfer to promote all the students in a grade level into the A grade group and then use Student Transfer to move the students placed in the B grade group if needed.)

Move students using Batch Group Transfer tool

Click Use Batch Group Transfer link. Batch Group Transfer tool page will open up.

Please read the guide (included below) or click OK to continue.

The key to using Batch Group Transfer is the order in which you make the transfers.

 Always start with the highest-Grade group! If the lower grade goup is promoted first, all the students end up in that lower grade.

If you think grades in terms of classrooms, you need to empty the destination grade or classroom before you put the new students in.

For example, move the 8th graders into an Alumni or Class of 2019 group. Now the 8th grade has no students in the group and is now ready to add 7th graders.

 If this is your first time using this utility or you feel uncomfortable, you may transfer one group at a time.

Here is how to promote the students from 8th grade to Class of 2019:

#	Do not remove from source group	Source Group	Destination Group
1	☐	Eighth ▼	Class of 2019 ▼
2	☐	Please Select ▼	Please Select ▼

1. Select the Source Groups and Destination Groups. Upto 10 groups can be selected for transfer at once.

#	Do not remove from source group	Source Group	Destination Group
1	☐	Eighth ▼	Class of 2019 ▼
2	☐	Seventh ▼	Eighth ▼
3	☐	Sixth ▼	Seventh ▼
4	☐	Fifth ▼	Sixth ▼
5	☐	Fourth ▼	Fifth ▼
6	☐	Third ▼	Fourth ▼
7	☐	Second ▼	Third ▼
8	☐	First ▼	Second ▼
9	☐	Please Select ▼	Please Select ▼
10	☐	Please Select ▼	Please Select ▼

Perform Move   Clear

2. Click on Perform Move button to move the groups
3. Click on Ok button. The page will refresh with the transfer status message.
4. You will see a confirmation message box.
5. If you need to use the tool again (if you have more than 10 groups to batch move), click on Clear to clear the fields to enter new details.

Promote students using Student Transfer tool

First, use Batch Group Transfer as described above to move all the students in a grade into the A group. Here is an example of what it should look like:

#	Do not remove from source group	Source Group		Destination Group	
1	☐	8A	▾	Class of 2019	▾
2	☐	8B	▾	Class of 2019	▾
3	☐	7A	▾	8A	▾
4	☐	7B	▾	8A	▾
5	☐	6A	▾	7A	▾
6	☐	6B	▾	7A	▾
7	☐	5A	▾	6A	▾
8	☐	5B	▾	6A	▾
9	☐	4A	▾	5A	▾
10	☐	4B	▾	5A	▾

Perform Move   Clear

Once students are promoted, go to the tool Student Transfer.

1. Go to **Admin** in the top left
2. Scroll down to **Manage Users** and find the tool **Student Transfer**
3. In **Transfer From**, select the source group where the students are currently located, which is where the students were just moved.
4. Uncheck the **Student(s)** box to unselect all the students
5. Check the box to the left of each student moving groups
6. In **Transfer To**, select the destination group where the students are being moved to.
7. Uncheck the box **Do Not Remove from Source Group** to remove the students from the source group.

8. Leave box checked to **Move Guardians Also**

9. Click **Transfer**

C. Disable Login for 'Class of 2015' and 'Not Returning 2015'

Use the Admin tool '**Batch Member Withdrawa**l' to disable login access for '**Class of 2019**' and '**Not Returning 2019**' groups. This tool helps to retain access for parents of graduating or leaving students with siblings returning to school next year.

On the Batch Member Delete/Disable page, select the group **Class of 2019** from **In Group** drop-down and click the **Search** button.

Take care not to disable logins of parents with younger students still attending the school and retain them in the required groups. They should be unchecked by default, but uncheck them if they do happen to be checked.

Note: Use the same tool to disable login of Families Not Returning.

Click **Disable login of selected members below**.

Leave checked ONLY the group for Class of 2019.

[+] Disable login of selected members below

Disable login of selected members AND

Remove selected members from all groups other than the groups selected below:

☐ School	☐ 6-8 Choir	☐ Wizard of Oz - Spring 2019 Musical
☐ Soccer	☐ Middle School Basketball	☐ Staff
☐ Standards-Based Assignment	☐ First	☐ 2A
☐ 2B	☐ Fourth	☐ Fifth
☐ Sixth	☐ 4th Math A	☐ 4th Math B
☐ Rockford 2 grade	☐ Rockford 6 grade	☐ Macklin School
☐ Tech 8C	☐ Class of 2017	☐ Not returning 2017
☑ Class of 2019	☐ Not returning 2019	☐ Seventh
☐ Eighth		

Disable selected members

Click Disable Selected Members

Repeat for Not Returning 2019 group

STEP 4: Mark preparation for new school year as complete

On clicking this, you see the archive information as in the picture.

STEP 4: Mark preparation for next school year as complete

Mark as completed

Click on Mark as completed button. Now you see the confirmation message box.

as3.schoolspeak.com says

This will mark the archive process as completed. Are you sure to continue?

OK   Cancel

Click on OK button to mark the archive and purge process as complete. Now the page will refresh with the status message.

Prepare for new school year [Permissions]

Successfully marked as complete

✔ *Preparation for new school year completed on 05/21/2019 06:16 PM*

The SchoolSpeak account has now completed the Prepare for New School Year process.