Denbigh Administration

Denbigh End of Year Procedures

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Main Menu - Administrative Tasks - End of Year

Step through each of these functions to run the end of year procedures. For more detailed instructions follow below or for older systems that do not have this function.
If your school has already moved up any years this will need to be done manually not through this process.
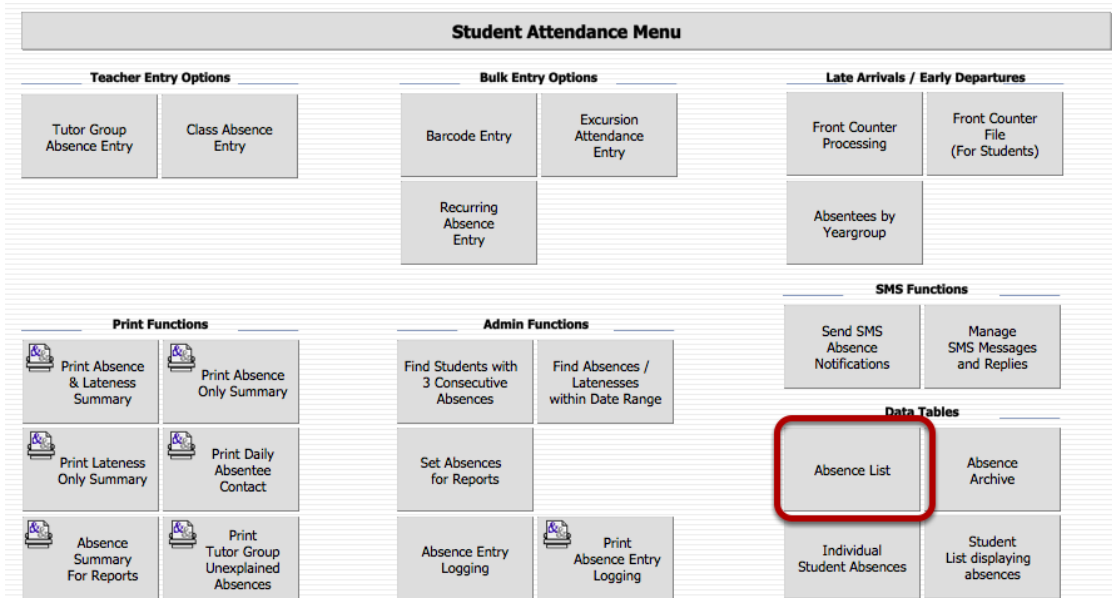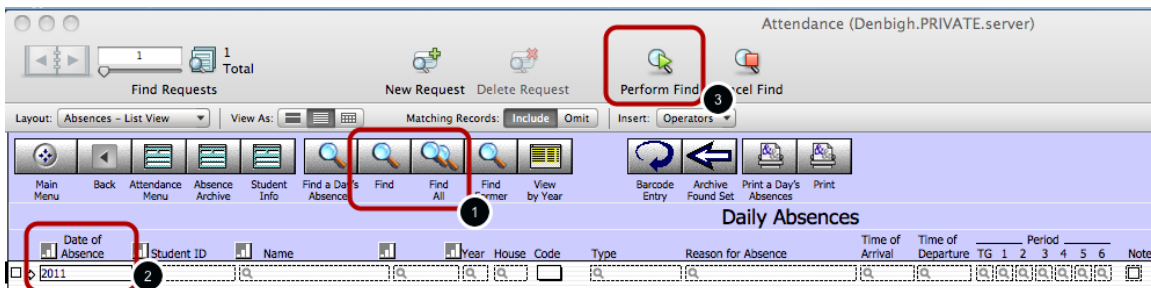Below are the steps if you do not use these buttons to run the process manually.

PLEASE NOTE: Do not Import Next Years Classes unless you are currently using this function.

Archive Student Absences

Go to the Student Attendance Menu and choose Absence List

Find Absences

Either choose to "Find all" or choose a date range of the absence to be archived. (Usually the whole year)

Archive Found Set of Absences

Choose to Archive the Found Set. This will move the current absences to the archive file, check the file by going to the Archive file.

Absence Archive File

Absences are moved to the Archive file.

Student Details (Archived Absences)

These are also accessed in the Student Details.

Discipline Records

Go to the Discipline file, through the Students Details, Discipline, Discipline File.

Archive Discipline Records
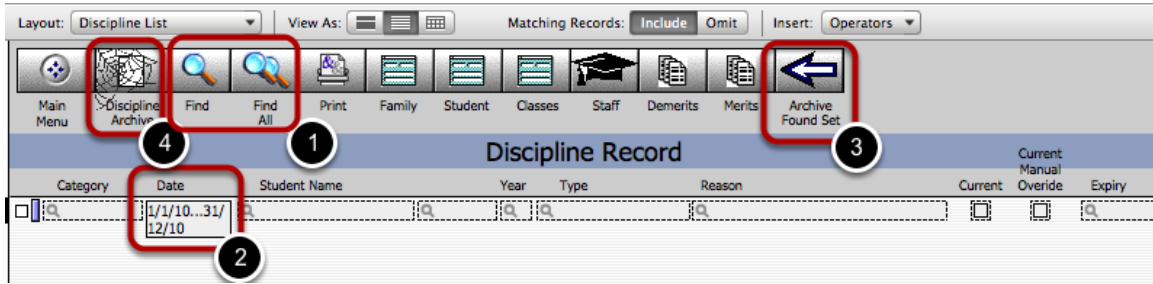
Enter the date range or find all, then press to Archive Found Set. To view and check the Archived File, Click on Discipline Archive.

Discipline Archive File

All Merit/Demerits/Certificates/Infringements or Detentions moved to the Discipline Archive File.

Student Details - Discipline Archives

View Archived Discipline details in the Student details screen.

Archive Sport

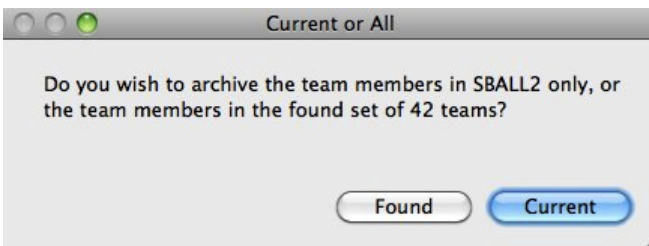Go to the Sport menu, find the teams that need to be archived. Click the jump button to show a team/sport.

Archive Sport Team or All Teams

Click the Archive All button and to archive teams/sport. To view the archived files click the Archive tab. ('Move to Previous' in older systems)

Archive All or Selected Sport

Click Current to archive just the selected Sport or Found to Archive all the team members in found set.

Archive Extra Curricular Activities

Find the activities to be archived, or fin all. Click the jump to button to view an Activity.

Archive Extra Curricular Actives

Click to Archive All.

Archive All or Selected Activity

Click Found will Archive all actives or Current for just the current Activity.

Viewing Archived Sport/ExtraCurricular Activities

View all archived Sport and Extra Curricular Activities in the Student Details Screen.

Archive Markbook Tasks/Groups

Choose Archive from the Markbook Menu.

Move Markbook data to Archives

Click to move Markbook data to Archives.

Markbook - Send to Archive

Enter the Assessment Year, choose the Academic year then click to Archive. Repeat this for each Academic Year.

Archive Staff Absences

Find Staff Absences for a date range or Find all. Click Archive Found set to move absence to the Archive file. (This function is only available in newer versions of Denbigh Admin). To View the absence click Absence Archive File.

Archive Staff Absences - Enter Date

Enter the applicable date.

View Staff Archived Absences

Click the Absence/Extras Tab and the Archive tab to view Archived Absence Records.

Move Students that are leaving to Former Students / Alumni
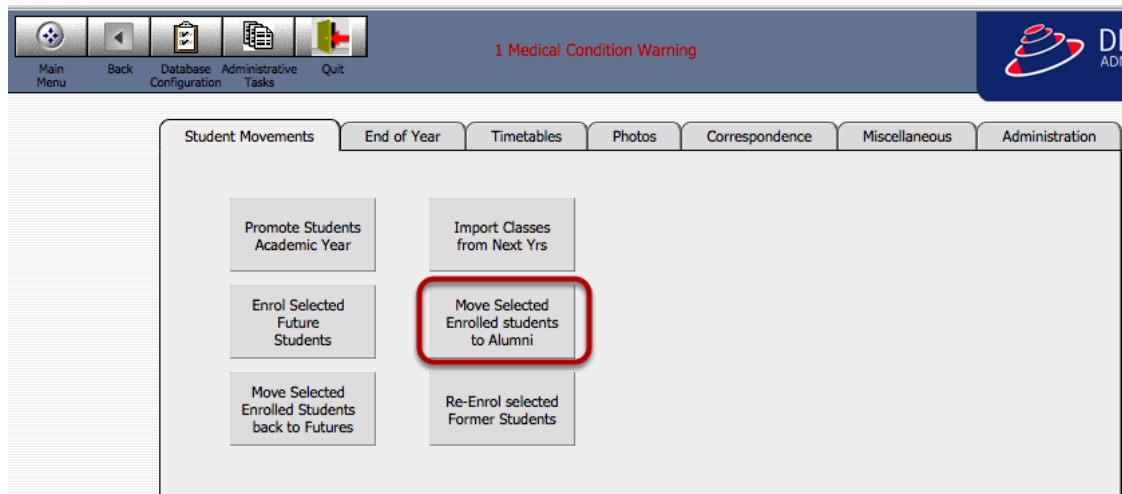

Ensure that the Departure date has been entered. Find all students that are leaving, either find by year group (all year 12) or by departure date field.

Move selected Students to Alumni
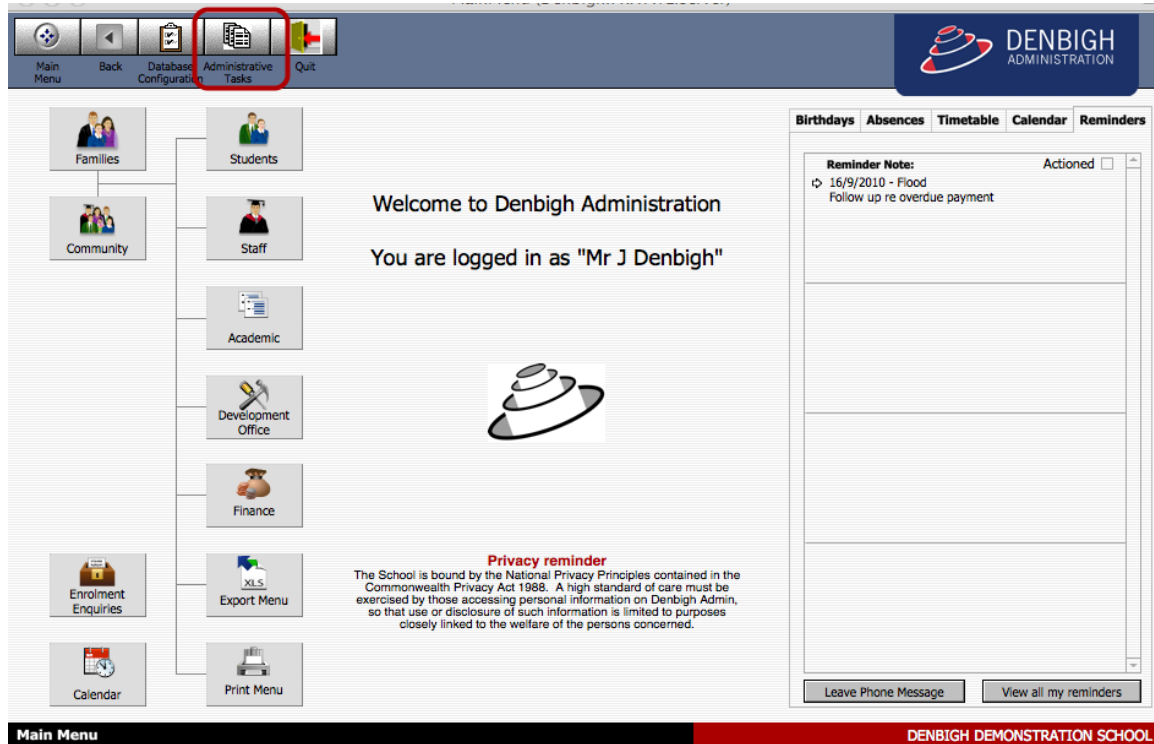
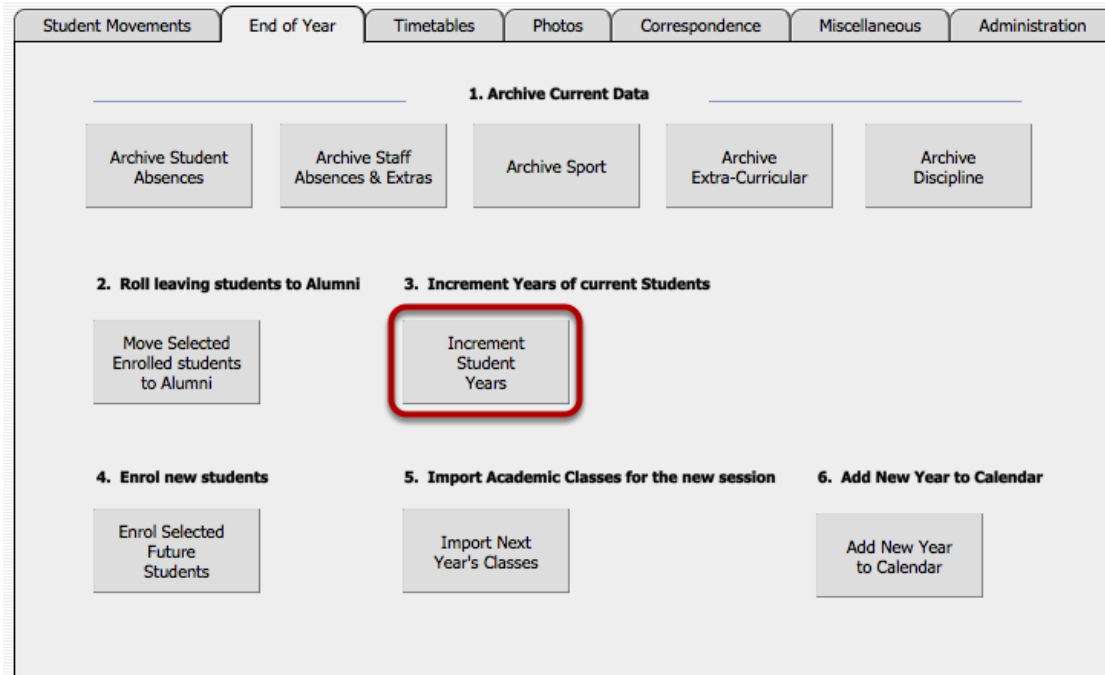Go tot he Administration Tasks in the Main Menu.

Move selected Students to Alumni

Go to Administration Tasks from the Main Menu and Choose "Move Selected Enrolled Students to Alumni" from the Student Movements tab or the End of Year. This will move the selected to Students to the Former Students File.
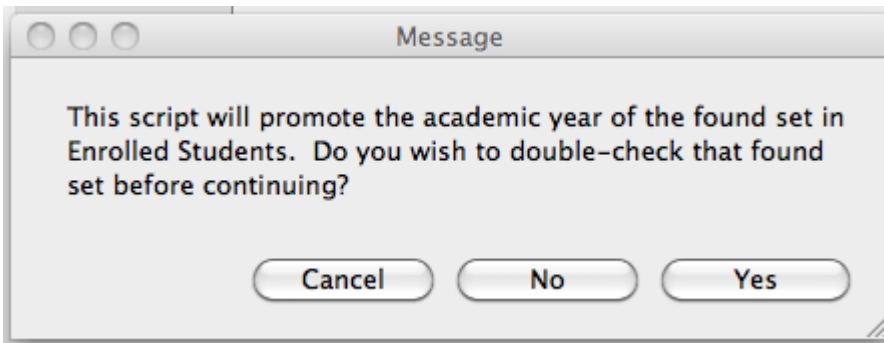
Increment Student's Academic Year

To increment Students Academic year. This will increment all students up one year.

Increment Student's Academic year

This will increment the whole school year.

Enrol new students in from Future Students

Ensure that the Enrol Date field is complete. Find all Future Students Starting in the new year.
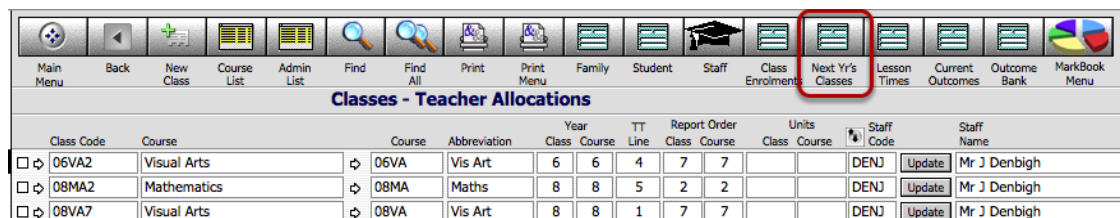
Enrol Selected Future Students

Click to Enrol selected Future Students.

Update Roll Class / Tutor Group / Homeroom class details

There is no standard procedure to change the Tutor/Roll/Homeroom class field. But if a whole class is to be change the Replace Field Contents function can be used. (Records menu, Replace Field Contents).

Update Class detail/Timetable

There is no standard way to update these details it will depend if you are using timetabling software to update. You can use Next Years classes file to update your classes.

Future Classes

These classes will then display under the Future Classes tab.

Future Timetable

Next years classes can also be displayed under the timetable tab, pressing the Current button will toggle to the Future Timetable.

Next Years Classes function

By using "Transfer Current To Next Year", this will copy the classes from the current year into Next Years Classes and you can add the students for next year in the classes anytime during the year.

Next Years Classes (Future Classes)

This will clear out all Next years classes and courses (if there are any) before importing the current set of classes and courses into the file.

Next Years Classes (Future Classes)

This will copy all classes and course into next year's classes. Click OK. (Students do not get moved over)

Next Years Classes (Future Classes)

Click the Add Students button to add students.

Next Years Classes (Future Classes) - Add Students

Choose the Academic year of the student to be added. For next year's year 7 choose year 6. Click to add students and also add any future students to the class.

Transfer Next Years Classes

Classes can be transferred from Next years classes to Current Classes. Click "Transfer Next Year's Classes" to transfer all details from Next years classes to this years classes.

Transfer Next Years Classes

Choose to Delete Existing Classes and replace with next year classes or Merge with Existing Classes. Only use Merge with Existing if all the class codes are different for the current years classes.

Updating the Current Classes File by Class

Students can be moved up a year by using the "Enrol these students into another class". Start by adding students to the year 12 class and

work down the classes, 11 to 12, 10 to 11, 9 to 10, 8 to 9 and 7 to 8 etc.

Enroling Students to a different class

Choose the class code from the drop down list, then click the Enrol button to move the student to the chosen class. Click View as list to return to the classes list.

Calendar - Add new year in Calendar

In the Preference menu click the Calendar tab, Click to Add new year.

Enter the dates for the school term

Add Year

Add New Year

Please complete the term details for the new year to be added to the calendar.

2011

	Start Date	End Date	First Day of Cycle (i.e 1 - 10)
Term 1	31/01/2011	8/04/2011	6
Term 2	27/04/2011	24/06/2011	8
Term 3	18/07/2011	23/09/2011	1
Term 4	10/10/2011	7/12/2011	1

Cancel   Add year

100   Browse

Enter the school dates and the day of cycle (the example above shows that the first term starts on day 6 or week B).