## End of Year Flow Chart - Special

SOLUS  Perform SIMS Spring Release Upgrade  Book 01	SIMS .NET  Check Current Academic Pastoral Structure  Book 01	SIMS .NET - SYSTEM  Take a Back Up   Book 01	PERSONNEL Staff details add, edit, leavers Book 02	SIMS .NET  Create new Academic Year  Book 03
SIMS .NET  Check group memberships  Book 03	Prepare classes Amend class details  Book 03	SIMS .NET  Set up promotion mapping Allocate pupils to new classes  Book 03	SIMS .NET  Create Admission Groups  Book 04	SIMS .NET  Add Applicants  Book 04
SIMS .NET Import CTFs  Book 04	SIMS .NET  Change status Applicants  Book 04	SIMS .NET  Allocate Applicants to classes  Book 04	SIMS .NET  Deal with Leavers and Export CTFs  Book 04	SIMS .NET  Print Class Lists  Book 04
SIMS .NET ATTENDANCE  Print register for next year. Deal with absences until end of term  Book 07	SIMS .NET - SYSTEM  Take a Back Up   Book 01	SIMS .NET  Admit Applicants  Book 10	Deal with one off arrivals/ leavers  Book 10	SIMS .NET  Attendance mode / Part time status of Nursery and Reception  Book 10
SIMS NET Print Roll book.  Book 10	SIMS .NET ATTENDANCE Set new Year, Print Official Register, Set part time flags, Setting the Academic Year, Book 11	SIMS NET (PLEASE COMPLETE) Housekeeping, Bulk Delete, Pupil Premium Import Books 13, 14 & 15	END OF YEAR COMPLETE Take a Back Up 🖫	SCHOOL WORKFORCE CENSUS Checking Staff Data Book 09