

## Student Profile Bulk Update Procedural Checklist



Date	Section Number/Name	Change Description
7/15/15	Student Record Tab	15.0.0 Updates – Updated screenshot showing the Requires Paper Copy of Report Card option
12/22/14	Annual Record tab	14.6.7 Updates – Updated screenshot for Annual record tab showing Distance student was transported from residence to school building option
11/21/14	Entire document	Fix alignment
9/26/14	Entire document	14.5.0 and 14.6.0 Updates - Update screenshots, new fields
7/10/14	All tabs but the Review Updates tab	14.4.3 Updates – update screenshots to display updated layout of fields on tabs and addition of the Attending District IRN Last October field
5/27/14	FN-Attributes-No Date tab FN-Graduate tab	<ul> <li>14.3.0 Updates – update</li> <li>screenshot that includes</li> <li>Admission to Current High School</li> <li>Date</li> <li>14.3.0 Updates – update</li> <li>screenshot that includes CORE</li> <li>Graduation Requirement</li> </ul>
		Exemption Date, CORE Graduation Requirement Met, and Expected Graduation Date
6/18/13	FN-Attributes-No Date tab	13.5.0 Updates – updated screenshot that includes Attending Building IRN Next Year and Third Grade Reading Guarantee fields
11/1/12	FS-Standing & FD-Attributes- Effective Date tab	13.1.1 Updates - updated screenshot that includes County of Residence
4/27/12	FS-Standing & FD-Attributes Effective Date tab	12.5.0 Updates – updated screenshot showing new

# Change Log

		Withdraw to IRN field
9/29/11	FN-Graduate tab	12.0.0 Updates – new screenshot fields added, Military Compact Graduation Alternative and CORE Graduation Requirement Exemption
10/6/10	FN-Attributes-No Date tab	11.0.0 Updates – new screenshot – added CTE fields and Tech Prep Completer field

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Before an update can be performed, navigate to the StudentInformation » My Account »Ad Hoc Memberships page to create an ad-hoc membership group of students you wish to update.

If this option is not displayed on your Ad-hoc updates menu, please contact you ITC support staff. Access may be restricted to this module. The update process takes you through a series of tabs for selecting the data elements to be updated.

Please see the Student and Registration End User Guide for detailed explanations on each student profile element.

## Select Ad-Hoc tab

**Navigation**: StudentInformation » Management » Ad-Hoc Updates » Student Profile Bulk Update

- 1. Select the Ad Hoc group for which you plan to make bulk updates.
- 2. Click on the 'Public and Private' checkbox to expand the ad-hoc membership groups available for updating to include both public and private ad-hoc membership groups.
- 3. Click the Next button Next > to continue.





If you have not created an ad-hoc group to use for your update, click on the ellipses to navigate to ad-hoc memberships to select students for updating.



### **Student Record tab**

- 1. Make necessary changes to the Student Record fields.
- 2. Click the Next button Next > to continue.

umber of Stud	ents in selected /	Ad Hoc: 0						
Select Ad-Hoc	Student record	Annual record	FS-Standing & FD-Attributes-Effecti	ve Date	FN-Attributes-No Date	FN-Graduate	Review	upda
Mark the ch If the value	eck box next to fiel is left blank and th	d(s) you wish to e e check box is che	dit. cked any value in the field(s) will be clear	ed, unless	otherwise noted as required	i.		
							< Back	Nex
Citizenship:			Р	ri. Gradu	ation Rule:			
		~	Ε		~			
Country of Ori	igin:		A	lt. Gradu	ation Rule:			
		~	Γ		$\checkmark$			
Native Langua	ige:		В	uilding F	Progression Track:			
		~	[			~		
Home Langua	ge:		в	irthdate	Verified With:			
		~	[			~		
Local Ethnic C	ategory:		R	equires	Paper Copy of Report Ca	rd:		
		~	[			$\sim$		
(2) Hispanic/La	tino and Racial Gro	up(s) can only be	bulk updated as a group, not individually.					
0								
Ethnicity / I	Race:							
Hispanic/La	tino:							
		~						
Racial Gro	oup(s):							
			I-American Indian or Alaska Native 🗌 P-I					
A-Asian	D-DIack of Afri	can American 📖	I-American Indian of Alaska Native 📖 P-I	ative na	wallah or Other Pacific Island	ier 📖 w-white		

**Clearing Fields** - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

	Citizenship:		
For example:		*	will clear out the

Citizenship field for the selected ad-hoc membership group.

## **Annual Record tab**

- 1. Make necessary changes to Annual Record fields.
- 2. Click the Next button Next > to continue.

mber of Students in selected Ad He					
elect Ad-Hoc Student record Ann					Review upo
Mark the check box next to field(s) y If the value is left blank and the che	ou wish to edit. ck box is checked any value	in the field(s) will be cleared, unless	otherwise noted as required		
					< Back Ne
Graduation Year:			Team:		
Grade Next Year:			Student Status:		
					~
Special Ed:			Program:		
					~
Scheduling Priority:			Primary Building:		
					~
Include in Honor Roll:			New School:		
					~
Include in Ranking:			Counselor:		
Include in GPA:			Home School IRN:	0	
- Flags:					
Distance student was transported f	rom residence to school	building:			
		~			
- Countweek Transportation Days:					

**Clearing Fields** - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

### Graduation Year:

**For example**: will clear out the Graduation Year field for the selected ad-hoc membership group.

## **FS-Standing & FD-Attributes-Effective Date tab**

1. Make necessary changes to FS-Standing and FD-Attributes-Effective Date fields.



These fields are only available during the current school term and only to those administrators with access.

2. Click the Next button Next > to continue.

Student Profile Bulk Update Make bulk updates to students' profiles
Number of Students in selected Ad Hoc: 1
Select Ad-Hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates
Mark the check box next to field(s) you wish to edit. If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.
< Back Next 2
Effective Start Date: 9/25/2014
FS - Student Standing
Admission Reason:
Admitted From IRN:
EMIS Situation:
Withdrawn To IRN:
District Relationship: District of Residence:
How Received IRN:
Percent of Time: Tuition Type:
Attending Building IRN: Assigned Building IRN:
County of Residence:
Sent To 1
Reason:         Reason:           Image: Construction of the second se
Percent of Time: Percent of Time:
FD - Attributes - Effective Date
EMIS Grade Level
State Equivalent Grade
Disability Condition:
Section 504 Plan:
Disadvantagement:
Free/Reduced Lunch Status:
Reporting Calendar:
Attendance Pattern:
Preschool Poverty Level:

**Clearing Fields** - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

### Admission Reason:

**For example**: will clear out the Admission Reason field for the selected ad-hoc membership group.

## **FN-Attributes-No Date tab**

1. Make necessary changes to FN-Attributes-No Date fields.



These fields are only available during the current school term and only to those administrators with access.

2. Click the Next button Next > to continue.

umber of Students in selected Ad Hoc: 1													
Select Ad-Hoc Student record Annual r	ecord	FS-St	anding	& FD-At	ttribute	s-Effecti	ve Date	FN-Attri	butes-No D	ate	N-Graduate	Review	updat
Mark the check box next to field(s) you w If the value is left blank and the check bo	ish to eo x is cheo	dit. cked ar	ny value i	in the fie	eld(s) wil	l be cleare	ed, unless	otherwise	noted as req	uired.			
												< Back	Next :
Grade Next Year:													
						~							
Fiscal Year Began 9th:													
CTE Program													
CTE Program Area:						ntration		ny CTE Pr		~			
		~	50	udent is	snotat	concentra	ator in a	IV CIE PI	ogram	*			
Accountability IRN:	>	P											
Math Diagnostic Result Code:		~											
Writing Diagnostic Result Code:													

**Clearing Fields** - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

#### Fiscal Year Began 9th:

**For example**: will clear out the Fiscal Year Began 9th field for the selected ad-hoc membership group.

## **FN-Graduate tab**

1. Make necessary changes to FN-Graduate fields.



These fields are only available during the current school term and only to those administrators with access.

2. Click the Next button Next > to continue.

Student Profile Bulk U Make bulk updates to students' profil	-				
Number of Students in selected Ad H					
Select Ad-Hoc Student record Ann	nual record	FS-Standing & FD-Attributes-Effective Date	FN-Attributes-No Date	FN-Graduate	Review updates
Mark the check box next to field(s) If the value is left blank and the che	you wish to ea eck box is che	lit. cked any value in the field(s) will be cleared, unles	s otherwise noted as required	i.	
					< Back Next >
CORE Economics and Financial Liter	racy Require	ment Met:			
CORE Fine Arts Requirement Met:		~			
CORE Graduation Requirement Exer	mption:				
CORE Graduation Requirement Exer	:	the CORE Graduation Requirement has been met)			
Exempted from Physical Education					
Expected Graduation Date:					
Graduation Date:					
Diploma Type:		~			
OGT Graduation Alternative:	~				
Military Compact Graduation Altern	ative:	~			

**Clearing Fields** - If you wish to clear any field(s) for the selected ad-hoc membership group, you will need to check the checkbox next to that field(s). A checkbox with no values in the dropdown will clear values for that field for the selected students.

	Expected Graduation Date:	
For example:		will clear out the Expected Graduation

Date field for the selected ad-hoc membership group.

### **Review Updates Tab**

1. Review the updates screen and do one of the following:

a. Save the changes via the Submit button  $\fbox{\sc submit\}$  .

b. Edit your selections by selecting the Back button **Select** to return to any of the previous tab screens.

umber of Stud	ents in selected	Ad Hoc: 1				
elect Ad-Hoc	Student record	Annual record	FS-Standing & FD-Attributes-Effective Date	N-Attributes-No Date	FN-Graduate	Review upo
						<
Please review	all of the profile	selections befo	re finalizing.			
Please review	all of the profile		re finalizing. file Item		New Values	
Please review Fiscal Year B			-	Clear Values	New Values	
	Began 9th:		-		New Values	

Once the profile changes are saved successfully, you will receive the following message.

Student Profile Bulk Update was completed successfully.