Student Promotion/Bulk Enrollment
Step by Step Checklist

Student Promotion/Bulk Enrollment process creates admission records for students in the 19/20 school year. Student Promotion/Bulk Enrollment is a two part process. First, use Promotion in 18/19 to set the New School field on each student's profile. Second, use Bulk Enrollment in 19/20 to admit the students into the upcoming school year.

Student Promotion/Bulk Enrollment cannot be done until the entire School Year Initialization (SYI) process is complete. Please see the School Year Initialization Step by Step checklist for detailed instructions on how to complete SYI.

It is best to do promotion for the entire district at one time. This means the person performing the promotion needs to have access to all buildings. Promotion/Bulk Enrollment can be performed for one building now and the other buildings in the district at a later date, but often you end up repeating steps.

The Assigned Building IRN field on the FS Standing tab will be reset to ******* during Bulk Enrollment in the future school year. If the student requires the Assigned Building IRN to be something other than *******, (most districts have less than 5% of all students), the field will need to be manually updated in the future year.

After students have been promoted to the next school year, schools can begin making changes to the students FS, FN, and FD tabs in the future school year. After FY19 processing is complete, the ITC can run a process to sync the students 19/20 tabs to match the 18/19 tabs. When making changes to a student's EMIS situation, % of time, Sent to IRN, etc that you do not want overridden, select the Exclude checkbox at the bottom of each FS, FD or FN tab when making those changes in the 18/19 school year.

☑ Exclude FS Records from Fall Initialization Updates

☑ Exclude FD Records from Fall Initialization Updates

☑ Exclude FD Records from Fall Initialization Updates

Change Log

Date	Section Number/Name	Change Description
11/14/18	Appendix E	Student Data Tasks info added
11/05/18	Entire doc	Updated for the 2019-2020 school year
11/22/17	Entire doc	Updated for the 2018-2019 school year
7/5/17	Intro	Fix typo
12/28/16	Appendix C	Removed Cartoon
11/10/16	Entire doc	Updated for the 2017-2018 school year
4/27/16	Task #6	Add note about Enrollment Options
12/4/15	Task #5 Task #6	Fix typo Add step to Copy Transportation Assignments.
12/1/15	Entire doc	Updated for 2016-2017 school year
7/22/15	Appendix C	Added clarification
12/1/14	Entire doc	Updated for 2015-2016 school year

Table of Contents

Task #1 - Verify District codes needed for Promotion/Bulk Enrollment are setup correctly in 18/19 and 19/20

Change your context to the District level and 18/19.

1. Navigate to ***StudentInformation » Management » School Administration » Grade Level Administration » Grade Level Codes***.
   a. The **Grade Level Codes** table lists all the grade levels offered by your district.
   b. Verify the grade levels listed on the page are correct and linked to the proper **EMIS Code** grade level.
   c. Make any needed changes and click **Save** when you are finished.
2. Next, navigate to: ***StudentInformation » Management » School Administration » Grade Level Administration » Grade Level Progressions***.
   a. The **Grade Level Progressions** table outlines which grade students will be promoted to in the next school year.
   b. Example: If a student's **Current Grade** is 02 they will be promoted to grade 03 next year. So, 03 is the **Forecasted Grade** for grade 02.
   c. In some cases the **Current Grade** and the **Forecasted Grade** will be the same. An example of this situation is **Current Grade** = 23 and **Forecasted Grade** = 23. In other words, students who are in grade 23 in 18/19 will be promoted to grade 23 in 19/20.
3. Now, change your context to 19/20 at the District level.
4. Check the following two pages in 19/20 to make sure the information copied up correctly in SYI.
5. ***StudentInformation » Management » School Administration » Grade Level Administration » Grade Level Codes***.
6. ***StudentInformation » Management » School Administration » Grade Level Administration » Grade Level Progressions***.
7. Report any item which did not copy up correctly to your ITC or State Support.
8. Make any needed changes to the tables and click **Save** when you are finished.

Task #2 - Review and Create Building Progression Track

F.Y.I. Each District should have at least one Progression Track. If your district has multiple elementary buildings, you will need at least one Progression Track for each elementary building.
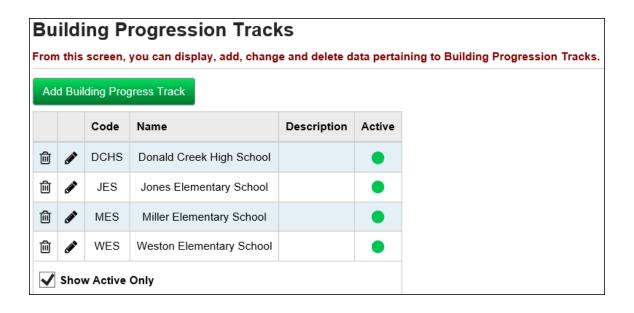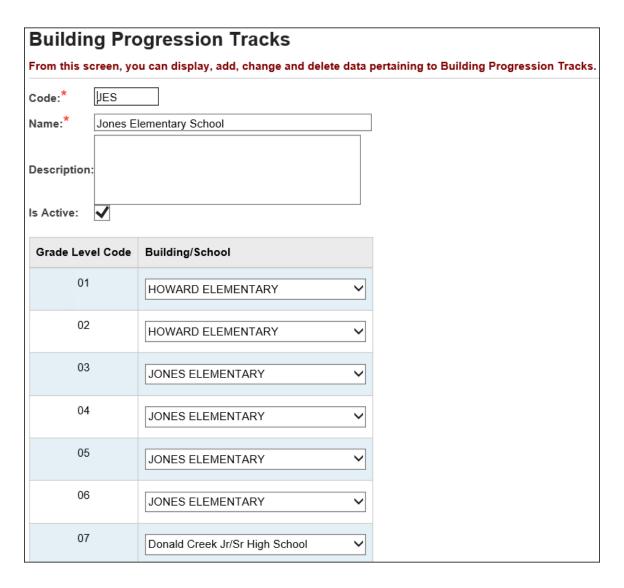
F.Y.I. If your district only has one elementary, one middle school, one high school then you would only need one progression track since students can only take one path.

1. With the District and 18/19 in context, navigate to : ***StudentInformation » Management » School Administration » Student Promotion » Building Progression Tracks***.
    a. Click ***Add Building Progression Track*** to add a new progression track.
    b. Enter an eight character ***Code***. State Support recommends using a code that makes sense to the district personnel. Example: Wel-HS, which stands for West Elementary to High School.
    c. In the ***Name*** field enter a descriptive name, such as West Elementary to High School.
    d. By looking the name, I can assume this progression track will tell me where students who start out at West Elementary are promoted to each year.
    e. You can enter an optional ***Description*** and make sure the ***Is Active*** box is checked.
    f. Next, you'll need to fill in the dropdown for each grade level.
    g. Basically, when filling in the dropdown ask yourself this question: If a student is going to be _____ (insert grade level) which building will they be in?
    h. Example: If a student is going to be in the 1st grade next year which building will they be in? The answer is the Elementary Building.
    i. Another Example: If a student is going to be a grade GR next year what building will they be in? The answer is no building. GR students are not promoted into a building for 19/20 because the students have graduated. The dropdown for grade GR on the progression track should be left blank.
    j. Important – if the GR dropdown is not left blank, the graduated seniors will be promoted to 19/20 and will have to be removed from the building by the database administrator.
    k. The screenshots following this task detail the setup for a school with two elementaries, one middle school, and one high school.
    l. If your school already has a progression track setup, edit the progression to track verify the accuracy.
    m. Save any changes you make.

Building Progression Tracks

From this screen, you can display, add, change and delete data pertaining to Building Progression Tracks.

[Add Building Progress Track]

		Code	Name	Description	Active
🗑	✏	DCHS	Donald Creek High School		🟢
🗑	✏	JES	Jones Elementary School		🟢
🗑	✏	MES	Miller Elementary School		🟢
🗑	✏	WES	Weston Elementary School		🟢

✔ **Show Active Only**

Building Progression Tracks

From this screen, you can display, add, change and delete data pertaining to Building Progression Tracks.

Code:* `JES`

Name:* `Jones Elementary School`

Description: [ ]

Is Active: ✔

Grade Level Code	Building/School
01	HOWARD ELEMENTARY ⌄
02	HOWARD ELEMENTARY ⌄
03	JONES ELEMENTARY ⌄
04	JONES ELEMENTARY ⌄
05	JONES ELEMENTARY ⌄
06	JONES ELEMENTARY ⌄
07	Donald Creek Jr/Sr High School ⌄

Task #3 - Verify Building codes needed for Promotion/Bulk Enrollment are setup correctly in 18/19 and 19/20

1. Change your context to the building level and 18/19.
2. Navigate to: ***StudentInformation*** *»* ***Management*** *»* ***School Administration*** *»* ***Grade Level Administration*** *»* ***Building Grade Levels***.
   a. At each building in the district, verify the grade levels listed on the table indeed are offered at that building.
   b. Example: If grade 02 is listed on the **Building Grade Levels** table at the high school and you know there are no 2nd graders in the high school building, click on the red X to delete the grade levels. This is your opportunity to clean up bad data and prevent it from copying up to 19/20.
   c. Save any changes.
3. Next navigate to: ***StudentInformation*** *»* ***Management*** *»* ***School Administration*** *»* ***StudentInformation Options***.
   a. Click on the 5th tab named **Prog Track**.
   b. You can choose a progression track from the dropdown or leave it blank.
   c. If you choose a progression track in the dropdown, each time you register a new student they will automatically be put on that progression track unless you change it during registration.
   d. If your school has several progression tracks and there is a 50-50 chance a newly registered student can be placed on either progression track, State Support recommends leaving the Progression Track dropdown blank. That way the person registering the student can decide which progression track they should be assigned to.

Task #4 - OPTIONAL: Create an Ad Hoc Membership Group to use to bulk assign progression tracks to students

F.Y.I.

The Bulk Assign Building Progression Track process only assigns the students to a progression track, it did not actually promote them.

F.Y.I.

If you choose to skip this step, students that are missing a progression track will display on the 2nd tab of Promotion screen. You can assign them to a progression track at that point in the promotion process.

F.Y.I.

If you want to change the progression track the student is assigned to, then you must use the bulk assign of progression tracks and choose to override existing tracks or edit the student's profile and change the progression track manually.

1. Navigate to: ***StudentInformation » My Account » Ad Hoc Memberships*** at the building level for 18/19.
   a. Click ***Add New Ad-hoc Membership***.
   b. Fill in the ***Membership Name***. The more descriptive you are the better. Suggested names are Entire School and Promo/Enroll.
   c. Ensure ***Active*** is checked.
   d. You can choose to check ***Make Private*** or leave it unchecked. If you uncheck ***Make Private,*** anyone with access to the school can use your ad-hoc membership which is a good idea for troubleshooting purposes.
   e. Leave the ***Search Mode*** radio button defaulted to ***Search Criteria***.
   f. Check the box next to ***Students Selected by Default***.
   g. Click ***Search***.
   h. Every student in the entire building is listed.
   i. At the bottom of the screen, the ***Add to Membership*** radio button should be marked.
   j. Click ***Add Selected Students***.
   k. You will receive a confirmation message at the top of your screen that looks similar to the following:

   > Added 23 Students to Membership

   l. Now click ***Save***.
   m. The students are not added to the ad-hoc membership until you click ***Save***.
2. Now we are ready to bulk assign a progression track to the students in the ad-hoc membership.
3. The Bulk Assign Building Progression Track process only puts a progression track on the Additional tab, it does not actually promote students.

4. Navigate to: ***StudentInformation*** *»* ***Management*** *»* ***School Administration*** *»* ***Student Promotion*** *»* ***Bulk Assign Building Progression Track***.

   a. In the ***Ad-Hoc Membership*** dropdown, choose the ad-hoc membership you created above.
   b. In the ***Building Progression Track*** dropdown choose the appropriate progression track.
   c. You can choose to click ***Override Existing Tracks***. State Support recommends putting a check in the box to ***Override Existing Tracks*** incase a student accidentally was assigned to the incorrect one in the past.
   d. Click ***Assign***.
   e. Remember the Bulk Assign Building Progression Track process only assigns the students to a progression track, it does not actually promote them. Do not be concerned that students who are graduating or who are already withdrawn are going to be promoted to 19/20, they will not be.
   f. Edit the ***Additional*** tab of several students at random to ensure the ***Building Progression Track*** field on the ***Additional*** tab of their profile is filled in.

Task #5 - Perform Promotion in 18/19 to set the New School field on each student's Additional tab

1. With the building in context and in the 18/19 school year, navigate to: **_StudentInformation_** **_» Management_** **_» School Administration_** **_» Student Promotion_** **_» Student Promotion_**.
   a. The first tab is named **Students needing next grade level**.
   b. If any students are listed on this page, fill in their appropriate grade level and click Next to move to the 2nd tab.
   c. Students must have the Grade Next Year field filled in on their profile General tab in order to be promoted.
   d. Do not be alarmed if zero students show on the page, this means that every student has this field filled in already. (Whenever you edit a student's General tab and save the Next Grade Level field is auto populated based off the Progression tables.)
   e. The 2nd tab is named **Students needing building progression track set.**
   f. If the Bulk Assignment of Progression Tracks process outlined in the previous task was carried out correctly, there should be no students listed on this tab.
   g. If there are students listed, you can either fill in their progression track or go back to Task #4 and redo the Bulk Assignment of Progression Tracks.
   h. Click Next to move to the 3rd tab named **Students without primary building.**
   i. If a student's **Primary Building** is not set on the Additional tab, they will not get promoted. This page serves as a data quality check. Correct the students before continuing to the final tab.
   j. Click Next to move to the last tab named **Promote Students.**
   k. A grid is displayed with seven columns.

Number	Student Name ▲	Grade	Next Grade	Prog. Track	New School	Enrolled Next Year

   l. The first time you do promotion the **New School** and **Enrolled Next Year** columns are blank. Rarely you may see students with the **New School** column filled out. The **New School** field on the Additional tab of the student's profile is not copied from year to year.
   m. If you are doing promotion for the first time in 18/19 and almost all students have the **New School** column filled out, then promotion was accidentally run in 18/19 last year when a user thought they were in 16/17. There is nothing to be alarmed about.
   n. Notice there are no students whose Grade Next is GR. The promotion process was set up to ignore students who are graduating or are withdrawn.
   o. Click **Promote**.

p. The following message will display

The promotion was executed successfully

The **New School** field is now filled in.

q. When the **Promote** button is pressed StudentInformation goes out and looks at the student's grade level and compares that to the Progression Track they are assigned and determines which school the student will reside in the upcoming year.

r. The promotion process is updating each student's **New School** field on their Additional tab.

s. The **Enrolled Next Year** column is blank unless the Promotion/Bulk Enrollment process has already been executed.

t. If Promotion/Bulk Enroll have already been done the building the student was admitted to will display in the last column.

Promotion and Bulk Enrollment may be executed multiple times until the first day of school arrives. Once school begins the Bulk Enrollment screen is no longer available.

Task #6 - Perform Bulk Enrollment in the 19/20 school for the first time

F.Y.I. If you need to bulk enroll a certain grade level, such as Seniors or students who attended half days last year, but will be attending full days this year, please see Appendix D.

1. In 19/20 at the building level, navigate to: ***StudentInformation » Management » School Administration » Student Promotion » Student Bulk Enrollment***.
2. The first tab named **Currently enrolled here and set to go elsewhere** shows students who were already admitted to the building in context in prior runs of Promo/Bulk Enroll but have since had their **New School** field on the Additional tab updated to another building in the district.
3. If you are running Bulk Enroll for the first time, zero students will show on this tab since no one has been admitted yet.
4. Click **Next** to move to the **Currently enrolled elsewhere and set to go here** tab.
5. If you are running Bulk Enroll for the first time, zero students will show on this tab since no one has been admitted yet.
6. Click **Next** to move to the **Students to enroll** tab.
7. Any student in the district whose **New School** field in 18/19 is set to the building in context will display on the **Students to Enroll** tab.
8. You can use the **Show Only Students in Prior School** and **Show Only Students In Prior Grade level** filters to narrow down the number of students to enroll.
9. In the following example Grade 11 was chosen in the **Show Only Students In Prior Grade Level** dropdown. These are the students who will be 12th graders in 19/20.
10. Check the box next to the students you wish to enroll or click **Select All.**
11. Click **Next** to advance to the final tab named **Bulk Enroll**.
    a. On this tab you will tell StudentInformation which student information you would like to copy to 19/20.
    b. If you would like to copy the student's locker assignments from 18/19 to 19/20, then put a check in the box next to **Copy Locker Assignments.** If you do not want to copy locker assignments, leave the box unchecked.
    c. Next, if you would like to copy student's free lunch statuses that appear on the FD-Attributes tab, check the box next to **Copy Free Lunch Status Assignments**. If you do not want to copy Free Lunch Assignments, uncheck the box.
    d. If you would like to copy counselor assignments from 18/19 to 19/20, put a check in the box next to **Copy Counselor Assignments.**

e. If you would like to copy transportation assignments from 18/19 to 19/20, put a check in the box next to **Copy Transportation Assignments.**

f. If you would like to copy all data flags on the Additional tab of the profile then uncheck the box next to **Clear All Data Flags.**

g. If you would like to copy homeroom assignments from 18/19 to 19/20, then uncheck the box next to **Clear Homerooms..**

NOTE: These Enrollment Options only apply if the Primary Building and the New School values are the same in the current school year – promoted the students into a grade level in the same building.

12. The next section named **Map Sub-Calendars** allows you to map students who were on a certain calendar in 18/19 to the same calendar in 19/20.

a. A majority of the time you will map student to the same calendar they were on last year.

b. In the following screenshot, there are 99 students on the Non-Attending Calendar in 18/19. I have chosen to assign them to the Non-Attending Calendar for 19/20.

c. Occasionally students will be mapped to a different calendar in 19/20 then what they are assigned to in 18/19.

d. A good example of this scenario is Kindergarten students who are on a ½ day calendar in 18/19. These students will be 1st graders in 19/20 and will be on the Default Calendar.

13. After you have finished mapping the sub-calendars, move onto the next section named **Map Student Statuses.**

a. This section allows you to determine what status the students will be enrolled in for 19/20.

b. In almost all cases, you will map the student to the same status as they were last year.

c. Example: If a student was on the non-attending calendar in 18/19 there is a good chance they will be on the non-attending calendar in 19/20.

14. Once you have finished mapping the student statuses, click **Process Bulk Enrollment.**

15. You will receive the following message:

The Student Bulk Enrollment Job has been submitted successfully. Please check the Batch/Report Management link for job status.

16. A job was sent to your Batch/Report Management screen.

17. Go to the Batch/Report Management screen to see if the job has completed.

18. The *Job Name* is *DASL_STUDENT* and the *Job Description* is *DASL Students Batch Process*.

Appendix A: How to override a progression track and promote a student to a different building

Scenario: A district has approximately 55 students who are grade level UG. All 55 student's Grade Level Next Year is grade UG. Approximately 30 of the students will be promoted to the high school building next year and the remaining 25 will be promoted to the elementary. How should I set up the progression track to ensure the students get promoted to the correct building?

Solution:

The district has several options.

1st Option: Set up multiple progression tracks and assign the appropriate progression track to the students. One progression track would have UG set up to go to the high school and the other progression track would have grade level UG set up to go the elementary.

2nd Option: Since a majority of the 55 students will be promoted to the high school set up the progression track so UG goes to the high school. For the 25 other students who will be promoted to the elementary manually update their **New School** field on the Additional tab *after* promotion is run, but before Bulk Enrollment is performed.

Appendix B: Examples of a progression track set up for districts with multiple elementary, middle school, and high school buildings.

Example #1

A District has 4 elementary buildings, 3 middle schools, and 3 high school buildings. The district has chosen to set up a progression track for each building. Example: Sally is a 1st grader at Unity Road Elementary. She is assigned to the Unity Road progression track. Unity Road Elementary houses grades K-4. When Sally is a 4th grader the school will change her progression track to be the North Middle School progression track since that is where she will attend when she is a 5th grader. The district would need to change Sally's progression track before they do promotion and bulk enrollment to ensure Sally gets promoted to North Middle school for her 5th grade year. The school will need to change her progression track again once Sally reaches 8th grade so she will be promoted to the correct high school. Each progression track only has the corresponding grade levels that reside in that building filled in. The other grade levels are left blank.

		Code	Name	Description	Active
✕	✎	LMAL	ALTERNATIVE HIGH SCHOOL		💡
✕	✎	LMFM	FREEDOM ROAD ELEMENTARY PROGRESSION TRACK		💡
✕	✎	LMHE	HERITAGE ROAD ELEMENTARY PROGRESSON TRACK		💡
✕	✎	LMIN	INDEPENDENCE ROAD ELEMENTARY		💡
✕	✎	LMLB	LIBERTY ROAD ELEMENTARY		💡
✕	✎	LMMI	STREAM HIGH SCHOOL		💡
✕	✎	LMNO	NORTH MIDDLE SCHOOL		💡
✕	✎	LMPA	LAKE HIGH SCHOOL		💡
✕	✎	LMPB	RIVER HIGH SCHOOL		💡
✕	✎	LMSO	SOUTH MIDDLE SCHOOL		💡
✕	✎	LMUN	UNITY ROAD ELEMENTARY		💡
✕	✎	LMWE	WEST MIDDLE SCHOOL		💡

☑ Show Active Only

Building Progression Tracks

Code: LMUN 🔗

Name: UNITY ROAD ELEMENTARY 🔗

Description:

Is Active: ☑

Grade Level Code	Building/School
PS	UNITY ELEMENTARY SCHOOL ▼
KG	UNITY ELEMENTARY SCHOOL ▼
01	UNITY ELEMENTARY SCHOOL ▼
02	UNITY ELEMENTARY SCHOOL ▼
03	UNITY ELEMENTARY SCHOOL ▼
04	UNITY ELEMENTARY SCHOOL ▼
05	▼
06	▼
07	▼
08	▼
09	▼
10	▼
11	▼
12	▼
GR	▼
13	▼
**	▼
23	▼
DR	▼

Example #2

A district has 9 elementary buildings, 3 middle schools, and 1 high school building. The district has chosen to set up a progression track for each possible combination of buildings a student could progress thru according to their board policies. The district has 39 possible combinations. Each progression track outlines which building the student will reside in as they progress in the district. The student is assigned to the same progression track each year. The progression track assigned to the student is typically not changed to another progression track unless the student moves to another area of the district.

		Code	Name	Description	Active
✕	✎	BH to CE	Big Hill to Central		💡
✕	✎	BH to DO	Big Hill to Don MS		💡
✕	✎	BH to GL	Big Hill to Glenwood		💡
✕	✎	CE to HS	Central to High School		💡
✕	✎	CH to CE	Chamber to Central		💡
✕	✎	CH to DO	Chamber to Don MS		💡
✕	✎	CH to GL	Chamber to Glenwood		💡
✕	✎	DO to HS	Don MS to High School		💡
✕	✎	FH TO FH	High School to High School		💡
✕	✎	GL to HS	Glenwood to High School		💡
✕	✎	JC to BH	Jacobs to Big Hill		💡
✕	✎	JC to CH	Jacobs to Chamber		💡
✕	✎	JC to LN	Jacobs to Lincoln		💡
✕	✎	JC to WA	Jacobs to Washington		💡
✕	✎	JC to WV	Jacobs to Wilson		💡
✕	✎	JF to BH	Jefferson to Big Hill		💡
✕	✎	JF to CH	Jefferson to Chamber		💡
✕	✎	JF to LN	Jefferson to Lincoln		💡
✕	✎	JF to WA	Jefferson to Washington		💡
✕	✎	JF to WV	Jefferson to Wilson		💡
✕	✎	LN to CE	Lincoln to Central		💡
✕	✎	LN to DO	Lincoln to Don MS		💡
✕	✎	LN to GL	Lincoln to Glenwood		💡
✕	✎	NV to BH	North to Big Hill		💡
✕	✎	NV to CH	North to Chamber		💡
✕	✎	NV to LN	North to Lincoln		💡
✕	✎	NV to WA	North to Washington		💡
✕	✎	NV to WV	North to Wilson		💡
✕	✎	WA to CE	Washington to Central		💡
✕	✎	WA to DO	Washington to Don MS		💡
✕	✎	WA to GL	Washington to Glenwood		💡
✕	✎	WT to BH	Whitt to Big Hill		💡
✕	✎	WT to CH	Whitt to Chamber		💡
✕	✎	WT to LN	Whitt to Lincoln		💡
✕	✎	WT to WA	Whitt to Washington		💡
✕	✎	WT to WV	Whitt to Wilson		💡
✕	✎	WV to CE	Wilson to Central		💡
✕	✎	WV to DO	Wilson to Don MS		💡
✕	✎	WV to GL	Wilson to Glenwood		💡

☑ Show Active Only

Building Progression Tracks

Code: WT to WA

Name: Whitt to Washington

Description:

Is Active: ☑

Grade Level Code	Building/School
PS	WHITT ELEMENTARY
KG	WHITT ELEMENTARY
01	WHITT ELEMENTARY
02	WHITT ELEMENTARY
03	WASHINGTON ELEMENTARY
04	WASHINGTON ELEMENTARY
05	WASHINGTON ELEMENTARY
06	Glenwood Middle School
07	Glenwood Middle School
08	Glenwood Middle School
09	HIGH SCHOOL
10	HIGH SCHOOL
11	HIGH SCHOOL
13	
12	HIGH SCHOOL
EDK	
GR	
23	
UG	WHITT ELEMENTARY
30	
IN	
**	
DR	

23 Records Displayed   Back To Top

Save   Cancel

Appendix C: How to correct students who enrolled into the wrong building

Scenario: A district promoted all students who are going to be in 8ᵗʰ grade next year to the wrong building. They should be promoted to the middle school but they were promoted to the high school which houses grades 9-12. Most likely the progression track was setup incorrectly. How can the district correct this?
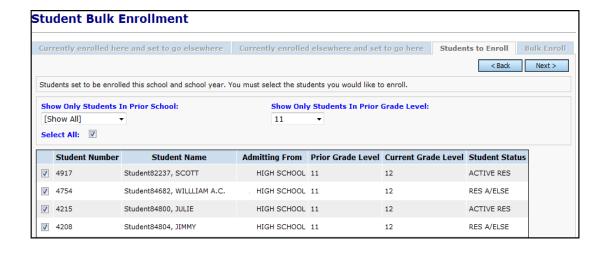
Solution: How to mass remove students accidentally promoted to the wrong building

1. In current year at District level, edit progression track and correct the building dropdown for the grade level
2. In current year at building level, redo Student Promotion. This will change the student's New School field on their Additional Tab
3. In future year at building the students need removed from, redo Bulk Enrollment. The students who are now marked to go to a new building will appear on tab 1. Select the students needing removed and click Remove Selected Student Enrollments.
4. Finally, in the future year of the correct building, redo the Bulk Enrollment. The same students will now appear on tab 3.

   If Graduating Seniors are accidentally promoted and bulk enrolled into the future year, the Progression Track will need edited. Choose another school in the GR dropdown, besides the building they accidentally were enrolled into. Now, follow steps 2 & 3 above. Finally, you will need to edit the Progression Track in the current year and change Building/School dropdown for the GR grade level back to blank and redo promotion in the current year. The end result will be all Graduating Seniors will be removed from the future year and their New School field set back to blank.

Appendix D: How to bulk enroll a certain grade level of students who need assigned to a different attendance calendar than last year (Ex: Seniors)

1. Follow promotion steps outlined in Task #5
2. Follow bulk enroll steps outlined in Task #6 up to step #6
3. On the **Students to Enroll** tab use the **Show Only Students in Prior Grade Level** filter and choose 11th grade.
4. Skip to step #10 and continue with the rest of the steps

Student Bulk Enrollment

Currently enrolled here and set to go elsewhere	Currently enrolled elsewhere and set to go here	Students to Enroll	Bulk Enroll

< Back   Next >

Students set to be enrolled this school and school year. You must select the students you would like to enroll.

Show Only Students In Prior School:
[Show All]

Show Only Students In Prior Grade Level:
11

Select All: ☑

	Student Number	Student Name	Admitting From	Prior Grade Level	Current Grade Level	Student Status
☑	4917	Student82237, SCOTT	HIGH SCHOOL	11	12	ACTIVE RES
☑	4754	Student84682, WILLLIAM A.C.	HIGH SCHOOL	11	12	RES A/ELSE
☑	4215	Student84800, JULIE	HIGH SCHOOL	11	12	ACTIVE RES
☑	4208	Student84804, JIMMY	HIGH SCHOOL	11	12	RES A/ELSE

Appendix E: Student Data Tasks

After promoting students to the next school or school year, and subsequent to running bulk enrollments, you can change certain bulk enrollment options from the Student Data Tasks screen. You can copy enrollment options from the previous school and school year to the current school and school year. You can also delete enrollment options from a prior or current school or school year. You can run this process multiple times while preparing for the new school year, up until the day the new school year begins.

Note: For the copy function to work, the previous and current schools must be the same school.

1. With a school and school year in context, navigate to StudentInformation – Management – School Administration – Student Promotion – Student Data Tasks, select the check box for the task(s) you want to run or select the check box in the top row, next to Enrollment Options, to select all tasks to run:
   • **Copy Locker Assignments** – copies the students' locker assignments to the next school/school year (only if previous and next schools are identical)
   • **Copy Homeroom Assignments** – copies the students' homeroom assignments to the next school/school year (only if previous and next schools are identical)
   • **Copy Data Flags** – copies all data values from the Additional tab of the Student Profile screen to the next school year student record
   • **Copy Counselor Assignments** – copies the students' counselor assignments to the next school/school year (only if previous and next schools are identical)
   • **Copy Transportation Assignments** – copies the transportation record from the Student Profile screen Transportation tab to the next school/school year (only if previous and next schools are identical)
   • **Copy Free Lunch Status Assignments** – copies the students' free lunch status assignments to the next school/school year (only if previous and next schools are identical)
   • **Clear All Data Flags** – clears (does not carry forward) all data values from the Student Profile screen for the new school year student record
   • **Clear Homerooms** – clears (does not carry forward) student homeroom assignments for the next school/school year (If deselected, assigns homerooms if previous and next schools are identical)

2. Click **Run Tasks**.

   Note: When Clear and Copy tasks are both selected, the clear operation is performed first.

Note: If the year in context is the current school year, the copy tasks copies data from the previous school year. If the year in context is the future school year, the copy tasks copies data from the current school year.

Note: When clear tasks are selected, the year in context is always the year to which they are applied.