

Student Profile Bulk Update Procedural Checklist

Change Log

| Date | Section Number/Name | Change Description |
|---------|--|---------------------|
| | | |
| 4/20/22 | FN-Attributes-No Date tab and FN-Graduate tab | Updated screenshots |
| 3/30/21 | FS-Standing & FD-Attributes-Effective Date tab | Updated screenshot |
| 4/27/20 | Entire document | Review and update |
| 7/1/19 | Entire document | Updates |

Table of Contents

| | |
|--|----|
| Select Ad Hoc tab | 3 |
| Student Record tab..... | 4 |
| Annual Record tab..... | 5 |
| FS-Standing & FD-Attributes-Effective Date tab | 6 |
| FN-Attributes-No Date tab..... | 8 |
| FN-Graduate tab..... | 9 |
| Review Updates tab | 10 |



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.

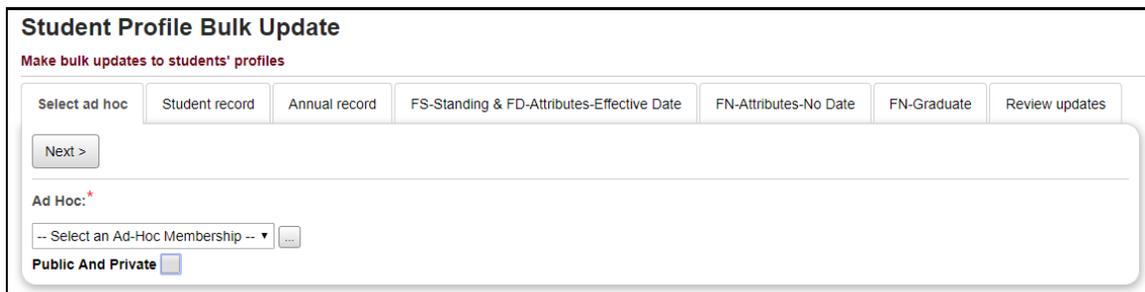
If this option is not displayed on your Ad Hoc Updates menu, please contact your ITC support staff. Access may be restricted to this module. The update process takes you through a series of tabs for selecting the data elements to be updated.

Please see the *Student and Registration 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 membership 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 **Next**.



Student Profile Bulk Update
Make bulk updates to students' profiles

Select ad hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

Next >

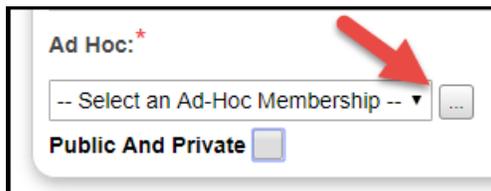
Ad Hoc:*

-- Select an Ad-Hoc Membership -- ...

Public And Private



If you have not created an ad hoc membership group to use for your update, click on the ellipses to navigate to Ad Hoc Memberships page to select students for updating.



Ad Hoc:*

-- Select an Ad-Hoc Membership -- ...

Public And Private

Student Record tab

1. Make necessary changes to the Student Record fields.
2. Click **Next**.

Student Profile Bulk Update

Make bulk updates to students' profiles

Selected ad hoc membership: test
Number of students in selected ad hoc membership: 1

Select ad hoc
Student record
Annual record
FS-Standing & FD-Attributes-Effective Date
FN-Attributes-No Date
FN-Graduate
Review updates

Select the checkbox next to the field(s) you wish to edit.
If a checkbox is selected and the value left blank, any existing value(s) in the field(s) are cleared from student profiles unless they are otherwise noted as required.

< Back
Next >

Citizenship:

Country of Origin:

Native Language:

Home Language:

Local Ethnic Category:

Pri. Graduation Rule:

Alt. Graduation Rule:

Building Progression Track:

Birthdate Verified With:

Requires Paper Copy of Report Card:

Hispanic/Latino and Racial Group(s) can only be bulk updated as a group, not individually.

Ethnicity / Race:

Hispanic/Latino:

Racial Group(s):

A-Asian B-Black or African American I-American Indian or Alaska Native P-Native Hawaiian or Other Pacific Islander W-White

Attendance Calendar:

Admission History Effective Start Date:

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.

For example: will clear out the Citizenship field for the selected ad hoc membership group.

Annual Record tab

1. Make necessary changes to the Annual Record fields.
2. Click **Next**.

Student Profile Bulk Update

Make bulk updates to students' profiles

Selected ad hoc membership: test
Number of students in selected ad hoc membership: 1

Select ad hoc Student record **Annual record** FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

i Select the checkbox next to the field(s) you wish to edit.
If a checkbox is selected and the value left blank, any existing value(s) in the field(s) are cleared from student profiles unless they are otherwise noted as required.

< Back Next >

| | |
|---|--|
| Graduation Year: <input type="checkbox"/> <input type="text"/> | Team: <input type="checkbox"/> <input type="text"/> |
| Grade Next Year: <input type="checkbox"/> <input type="text"/> | Student Status: <input type="checkbox"/> <input type="text"/> |
| Special Ed: <input type="checkbox"/> <input type="text"/> | Program: <input type="checkbox"/> <input type="text"/> |
| Scheduling Priority: <input type="checkbox"/> <input type="text"/> | Primary Building: <input type="checkbox"/> <input type="text"/> |
| Include in Honor Roll: <input type="checkbox"/> <input type="text"/> | New School: <input type="checkbox"/> <input type="text"/> |
| Include in Ranking: <input type="checkbox"/> <input type="text"/> | Counselor: <input type="checkbox"/> <input type="text"/> |
| Include in GPA: <input type="checkbox"/> <input type="text"/> | Home School IRN: <input type="checkbox"/> <input type="text"/> |
| Flags: 1: <input type="checkbox"/> <input type="text"/> 2: <input type="checkbox"/> <input type="text"/> 3: <input type="checkbox"/> <input type="text"/> 4: <input type="checkbox"/> <input type="text"/> 5: <input type="checkbox"/> <input type="text"/> | |
| Distance student was transported from residence to school building: <input type="checkbox"/> <input type="text"/> | |
| Countweek Transportation Days: <input type="checkbox"/> <input type="checkbox"/> Monday <input type="checkbox"/> <input type="checkbox"/> Tuesday <input type="checkbox"/> <input type="checkbox"/> Wednesday <input type="checkbox"/> <input type="checkbox"/> Thursday <input type="checkbox"/> <input type="checkbox"/> Friday | |

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.

FS-Standing & FD-Attributes-Effective Date tab

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



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

2. Click **Next**.

Student Profile Bulk Update

Make bulk updates to students' profiles

Selected ad hoc membership: test
Number of students in selected ad hoc membership: 1

Select ad hoc Student record Annual record **FS-Standing & FD-Attributes-Effective Date** FN-Attributes-No Date FN-Graduate Review updates

i Select the checkbox next to the field(s) you wish to edit.
If a checkbox is selected and the value left blank, any existing value(s) in the field(s) are cleared from student profiles unless they are otherwise noted as required.

< Back Next >

Effective Start Date:

FS - Student Standing

Satellite Student:
 - (If Satellite Student is the only option chosen then only existing FS records will be updated)

Admission Reason:

Admitted From IRN:
 -

EMIS Situation:

Withdrawn To IRN:
 -

District Relationship:

District of Residence:
 -

How Received:

How Received IRN:
 -

Percent of Time:

Tuition Type:

Attending Building IRN:

Assigned Building IRN:

County of Residence:

Sent To 1

Reason:

IRN:
 -

Percent of Time:

Sent To 2

Reason:

IRN:
 -

Percent of Time:

FN-Attributes-No Date tab

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



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

2. Click **Next**.

The screenshot shows the 'Student Profile Bulk Update' interface. At the top, there are tabs for 'Select ad hoc', 'Student record', 'Annual record', 'FS-Standing & FD-Attributes-Effective Date', 'FN-Attributes-No Date' (which is selected), 'FN-Graduate', and 'Review updates'. Below the tabs, there is a message: 'Selected ad hoc membership: test for documentation' and 'Number of students in selected ad hoc membership: 1'. A note states: 'Select the checkbox next to the field(s) you wish to edit. If a checkbox is selected and the value left blank, any existing value(s) in the field(s) are cleared from student profiles unless they are otherwise noted as required.' Below this note are navigation buttons '< Back' and 'Next >'. The form contains several fields with checkboxes: 'Grade Next Year', 'Retained Status', 'Fiscal Year Began 9th', 'Military Student', 'CTE Program' (with sub-fields for 'CTE Program Area' and 'CTE Program of Concentration'), 'Tech Prep Completer', 'Accountability IRN', 'Attending Building IRN Next Year', 'Previous Year District IRN', and 'Third Grade Reading Guarantee' (with sub-fields for 'Math Diagnostic Result Code', 'Reading Diagnostic Result Code', and '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.

FN-Graduate tab

1. Make necessary changes to the FN-Graduate fields.



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

2. Click **Next**.

Student Profile Bulk Update

Make bulk updates to students' profiles

Selected ad hoc membership: test for documentation
Number of students in selected ad hoc membership: 1

Select ad hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date **FN-Graduate** Review updates

i Select the checkbox next to the field(s) you wish to edit.
If a checkbox is selected and the value left blank, any existing value(s) in the field(s) are cleared from student profiles unless they are otherwise noted as required.

< Back Next >

CORE Economics and Financial Literacy Requirement Met:

CORE Fine Arts Requirement Met:

CORE Graduation Requirement Exemption:

Exempted from Physical Education Graduation Requirement:

Graduation Date:

Diploma Type:

OGT Graduation Alternative:

Military Compact Graduation Alternative:

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.

Review Updates tab

1. Review the updates screen and do one of the following:
 - a. Save the changes via the **Submit** button. OR
 - b. Edit your selections by selecting **Back** to return to any of the previous tab screens.

Student Profile Bulk Update

Make bulk updates to students' profiles

Selected ad hoc membership: test
Number of students in selected ad hoc membership: 1

Select ad hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

< Back

i Please review all of the profile selections before finalizing.

| Profile Item | New Values |
|------------------|--------------|
| Citizenship: | Clear Values |
| Graduation Year: | 2022 |

Submit

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

Student Profile Bulk Update was completed successfully.