

## Student Promotion/Bulk Enrollment Procedural Checklist

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Student Promotion/Bulk Enrollment process creates admission records for students in the 22/23 school year. Student Promotion/Bulk Enrollment is a two part process. First, use Promotion in 21/22 to set the New School field on each student's profile. Second, use Bulk Enrollment in 22/23 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 Procedural 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 FY20 processing is complete, the ITC can run a process to sync the students 22/23 tabs to match the 21/22 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 21/22 school year. NOTE: These boxes are cleared when the new school year is added to StudentInformation.

- Exclude FS Records from Fall Initialization Updates
- Exclude FD Records from Fall Initialization Updates
- Exclude FN Records from Fall Initialization Updates

# Change Log

Date	Section Number/Name	Change Description
11/24/21	Entire doc	Updated for the 2021-2022 school year
4/16/20	Entire doc	Updated screenshots

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## Task #1 - Verify District codes needed for Promotion/Bulk Enrollment are setup correctly in 21/22 and 22/23

Change your context to the District level and 21/22.

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 21/22 will be promoted to grade 23 in 22/23.
3. Now, change your context to 22/23 at the District level.
4. Check the following two pages in 22/23 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 21/22 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 1<sup>st</sup> 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 22/23 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 22/23 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		<input checked="" type="checkbox"/>
		JES	Jones Elementary School		<input checked="" type="checkbox"/>
		MES	Miller Elementary School		<input checked="" type="checkbox"/>
		WES	Weston Elementary School		<input checked="" type="checkbox"/>

Show Active Only

## Building Progression Tracks

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

Code: \*

Name: \*

Description:

Is Active:

Grade Level Code	Building/School
01	HOWARD ELEMENTARY <input type="text"/>
02	HOWARD ELEMENTARY <input type="text"/>
03	JONES ELEMENTARY <input type="text"/>
04	JONES ELEMENTARY <input type="text"/>
05	JONES ELEMENTARY <input type="text"/>
06	JONES ELEMENTARY <input type="text"/>
07	Donald Creek Jr/Sr High School <input type="text"/>

### **Task #3 - Verify Building codes needed for Promotion/Bulk Enrollment are setup correctly in 21/22 and 22/23**

1. Change your context to the building level and 21/22.
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 2<sup>nd</sup> 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 22/23.
  - c. Save any changes.
3. Next navigate to: **StudentInformation** » **Management** » **School Administration** » **StudentInformation Options**.
  - a. Click on the 5<sup>th</sup> 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 2<sup>nd</sup> 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 21/22.
  - 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 22/23, 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 21/22 to set the New School field on each student's Additional tab

1. With the building in context and in the 21/22 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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
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- 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 21/22 and almost all students have the **New School** column filled out, then promotion was accidentally run in 21/22 last year when a user thought they were in 18/19. 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 22/23 school for the first time

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.

F.Y.I.

1. In 22/23 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 21/22 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 12<sup>th</sup> graders in 22/23.
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 22/23.
  - b. If you would like to copy the student's locker assignments from 21/22 to 22/23, 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 21/22 to 22/23, put a check in the box next to **Copy Counselor Assignments**.

- e. If you would like to copy transportation assignments from 21/22 to 22/23, 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 21/22 to 22/23, 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 21/22 to the same calendar in 22/23.
  - 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 21/22. I have chosen to assign them to the Non-Attending Calendar for 22/23.

Current Calendar	Calendar to Assign	Attendance Pattern
E127 - (2 students)		
E127 - (12 students)		
E127 - NON-ATTENDING CALENDAR (99 students)	NON-ATTENDING CALENDAR	** - Not Applicable
E127 - 9th, 10th, 11th, 13, & 23 (383 students)	9th, 10th, 11th, 13, & 23	HS - Grades 9-11, 13 and 23

- c. Occasionally students will be mapped to a different calendar in 22/23 then what they are assigned to in 21/22.
- d. A good example of this scenario is Kindergarten students who are on a ½ day calendar in 21/22. These students will be 1<sup>st</sup> graders in 22/23 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 22/23.
  - 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 21/22 there is a good chance they will be on the non-attending calendar in 22/23.
- 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.




























1<sup>st</sup> 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 to the elementary.

2<sup>nd</sup> 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 7 elementary buildings, 1 middle schools, and 1 high school buildings. The district has chosen to set up a progression track for each elementary building then one for just middle school to high school and one for just high school. Example: Sally is a 1<sup>st</sup> grader at Hummel Elementary. She is assigned to the Hummel to Williams to Boston progression track. Hummel Elementary houses grades K-5. The district will not need to change Sally's progression track before they do promotion and bulk enrollment when she completes grade 5 since her progression track is setup from the elementary to the high school. If a student is enrolled in the district for grade 7, the student would be placed on the Williams MS to Boston HS progression track, no need to worry about the elementary progressions. District would only need to change progression tracks for elementary students moving to another area of the district.

		Code	Name	Description	Active
		BRHS	Boston High School	BRHS	
		BRM	Williams MS to Boston HS	BRHS/BRMS	
		BRMA	Arnold to Williams to Boston	BRHS/BRMS/BRAE	
		BRMC	Chambers to Williams to Boston	BRHS/BRMS/BRCE	
		BRMH	Hummel to Williams to Boston	BRHS/BRMS/BRHE	
		BRMK	Kindling to Williams to Boston	BRHS/BRMS/BRKE	
		BRMM	Marion to Williams to Boston	BRHS/BRMM/BRME	
		BRMRE	Houston Landing to Williams to Boston	BRHS/BRMS/BRRE	
		BRMT	Tall Tree to Williams to Boston	BRHS/BRMS/BRTE	
<input checked="" type="checkbox"/> Show Active Only					

## Building Progression Tracks

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

Code:\*  

Name:\*

Description:

Is Active:

Grade Level Code	Building/School
PS	<input type="text" value=""/>
KG	<input type="text" value="Hummel Elementary"/>
01	<input type="text" value="Hummel Elementary"/>
02	<input type="text" value="Hummel Elementary"/>
03	<input type="text" value="Hummel Elementary"/>
04	<input type="text" value="Hummel Elementary"/>
05	<input type="text" value="Hummel Elementary"/>
06	<input type="text" value="Williams Middle School"/>
07	<input type="text" value="Williams Middle School"/>
08	<input type="text" value="Williams Middle School"/>
09	<input type="text" value="Boston High School"/>
10	<input type="text" value="Boston High School"/>
11	<input type="text" value="Boston High School"/>
12	<input type="text" value="Boston High School"/>




























## Example #2

A district has 7 elementary buildings, 2 middle schools, and 1 high school building. The district has setup 1 progression track for each elementary covering grades KG-5 only. Then when students are moving into grade 6, the district assigns them to the respective middle school progression track and they remain on that progression track through high school.

### 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
		ADHS	Adams MS to HS		
		BLEL	Black Elementary		
		CLHS	Climbers MS to HS		
		EMEL	Emmett Elementary		
		ENEL	Ellis North Elementary		
		GAEL	Gammett Elementary		
		HEEL	Helms Elementary		
		RMEL	Ralph Miller Elementary		
		SIEL	Silver Elementary		

Show Active Only



Code:\* BLEL

Name:\* Black Elementary

Description:

Is Active:

Grade Level Code	Building/School
PS	
KG	Black Elementary
01	Black Elementary
02	Black Elementary
03	Black Elementary
04	Black Elementary
05	Black Elementary
06	

Code:\* ADHS

Name:\* Adams MS to HS

Description:

Is Active:

Grade Level Code	Building/School
PS	
KG	
01	
02	
03	
04	
05	
06	Adams Middle School
07	Adams Middle School
08	Adams Middle School
09	Malcom High School
10	Malcom High School
11	Malcom High School
12	Malcom High School

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

**Scenario:** A district promoted all students who are going to be in 8<sup>th</sup> 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 11<sup>th</sup> 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 Only Students In Prior Grade Level:**

**Select All:**

	Student Number	Student Name	Admitting From	Prior Grade Level	Current Grade Level	Student Status
<input checked="" type="checkbox"/>	4917	Student82237, SCOTT	HIGH SCHOOL	11	12	ACTIVE RES
<input checked="" type="checkbox"/>	4754	Student84682, WILLIAM A.C.	HIGH SCHOOL	11	12	RES A/ELSE
<input checked="" type="checkbox"/>	4215	Student84800, JULIE	HIGH SCHOOL	11	12	ACTIVE RES
<input checked="" type="checkbox"/>	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
  - **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
  - **Copy Transportation Assignments** – copies the transportation record from the Student Profile screen Transportation tab to the next school/school year
  - **Copy Free Lunch Status Assignments** – copies the students’ free lunch status assignments to the next school/school year
  - **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.