



Disable Portals

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Disable Portals i

Run ASDR

After entering the district, special program, and campus options, you are ready to perform a trial run of ASDR. You can print separate reports that show students whose next year records were not created and list errors found. Once you have corrected or verified the errors, you can perform the live run.

Before running ASDR, do the following:

- Be sure that all users are logged out of ASCENDER.

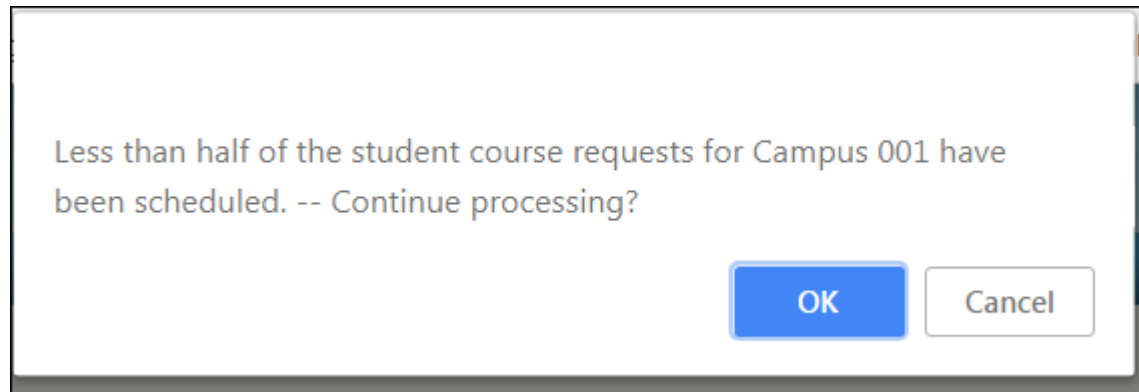
1. Perform a trial run.

The screenshot shows a web interface for running ASDR. At the top, there is a 'Save' button. Below it, there are four tabs: 'Perform Rollover', 'Error List', 'Dropped Stu List', and 'Leaver Error List'. Under the 'Perform Rollover' tab, there are three buttons: 'Live', 'Trial', and 'Show'. Below these buttons, there are three sections: 'DISTRICT ASDR OPTIONS', 'SPECIAL PROGRAM OPTIONS', and 'CAMPUS ASDR OPTIONS'. Under 'DISTRICT ASDR OPTIONS', there are three checkboxes, all of which are checked: 'Clear Bus Data', 'Move Registration Student Comments', and 'Clear NSLP Code'.

- ☐ Once all options are selected, click **Execute** to test the rollover.

NOTE: This process may take several minutes. You must keep the page open while the process is running.

If there are data errors that prevent the rollover, a pop-up window will display and the process will not proceed.



- ☐ Click **OK** to continue running ASDR.

ASDR processes and error messages:

When the process is complete, four buttons are displayed:

- Button 1
- Button 2
- Button 3
- Button 4

Review Reports

- ☐ Review the Error List, Dropped Stu List and Leaver reports.

Error List:

Error / Warning Preview ←

[Exit](#)

Print ◀ ▶ Last

Date Run: 6/22/2021 3:10 PM District Annual Student Data Rollover Program ID: Trial Run
 Cnty-Dist: tst-160 Error / Warning Page: 1 of 21
 Campus : 001

*****Warnings*****

—Student Bypassed—

Student 000016 Garza, Sahar Alexis has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 000084 Alvarez, Leslie Marie has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 000132 Castillo, Myla Marylou has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 000181 Rodriguez, Josue Cole has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 000183 Marquez, McKayla Noel has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 000323 Hoffschneider, Bianny Dave has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

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Dropped Stu List:

Student Drop List Preview ←

[Exit](#)

Print ◀ ▶ Last

Date Run: 6/22/2021 3:10 PM District Annual Student Data Rollover
 Cnty-Dist: tst-160 Student Drop List for School Year : 2021 - 2022
 Campus : 001

Stu ID	Student Name	Trk	Grd Lvl	Rec Status	Rec Active	Ctl Num	Drop Reason
008061	Castellon, Camila Janette	01	09	1	2		Withdrawal date prior to first day of school., WD=02/22/2021
008956	Fikes, Jovanni Angel	01	09	1	2		Withdrawal date prior to first day of school., WD=09/14/2020
008957	Garza, Anselmo Marie	01	09	1	2		Withdrawal date prior to first day of school., WD=03/23/2021
007891	Hudson, Reality Skye	01	09	1	2		Withdrawal date prior to first day of school., WD=09/11/2020
008937	Macias, Lily Abram	01	09	1	2		Withdrawal date prior to first day of school., WD=03/02/2021
007282	Ramirez, Chegloria Ismael	01	09	1	2		Withdrawal date prior to first day of school., WD=02/01/2021
007533	Vela, Ariel Malachi	01	09	1	2		Withdrawal date prior to first day of school., WD=01/08/2021

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Dropped Student List Errors:

Error Message	Type
Student xxxxxx - Bad Enroll record or bad Schedule transfer records found.	Error
Student xxxxxx - Invalid campus xxx found.	Error
Student xxxxxx - Invalid track x found for this student. Student dropped.	Error
Student xxxxxx has SEMS NY Special Ed Teacher records but no Special Ed Enroll Recs.	Error

Error Message	Type
Student xxxxxx is currently in 12th grade and Retained. Option to drop status 1 students is selected in Campus ASDR Options Tab. Please make any necessary changes.	Error
Invalid Track x For Campus yyy.	Error
Student was retained - Receiving campus enroll record is dropped.	Warning
Scheduled courses not moved to Grade Reporting for student.	Warning
Student had a Active Code of '2' and no Withdraw Date. Active code was set to '1'.	Warning
Student has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.	Warning
Student is under 6 years old and has grade level KG.	Warning
Student is under 3 years old and has grade level PK.	Warning
Student is over 5 years old and has grade level EE.	Warning
Student is promoted to KG and Military Connected Code is reset to '0'.	Warning
Student's enroll record for this receiving campus xxx is dropped due to improper record status in the sending campus. If necessary, please run Utilities > Reverse Scheduling Transfer to ensure correct data rollover for next year.	Warning
Student xxxxx out of school.	Warning
Student did not submit course request for next year.	Warning
Student scheduled into school campus number.	Warning
Student's withdrawal date prior to first day of school.	Warning
Student is dropped due to reaching highest grade level in this campus.	Warning
Student graduated out of school.	Warning
Student is not active and has no withdrawal date.	Warning
Student withdrew before cut-off date.	Warning
No request found at this campus.	Warning

Leaver Report:

☐ Correct any errors, and correct/verify warnings in the student information, and then re-execute the ASDR process.

☐ Repeat this until all errors and warnings are corrected or verified.

Exit:

2. [Back up database and log files again if any changes were made.](#)

- ☐ Create another backup of the database as described previously.

It is recommended that the final backup be archived in a safe location for future access (e.g., audits).

3. [Perform the live run.](#)