



B. Set next year campus and transfer students to the next year campus.

Table of Contents

B. Set next year campus and transfer students to the next year campus.

The *sending* campus assigns the next year campus and transfers the students.

IMPORTANT: All campuses must complete this step, including one-campus districts because this affects Graduation Plan and grade averaging and class ranking.

1. Assign next year campus to students.

Registration > Utilities > Set NY Campus

Save Student Information School Year: 202

Retrieve Grade Level 09 10 11 12

From Campus: 001-001 School Only Blank NYC: NY Campus: 002 Include Wd Students:

Students with Next Year Campus to be Set

Select	Stu ID	Name	Grd	Active	NYC
<input type="checkbox"/>	003262	AULDRIDGE, TREY N.	10	1	001
<input type="checkbox"/>	003248	DANIELS, CADEN A.	10	1	001
<input type="checkbox"/>	003132	DICKENS, JORGE L.	10	1	001
<input type="checkbox"/>	003179	DUBEC, CLARA G.	10	1	001
<input type="checkbox"/>	003379	EDWARDS, JOHNATHAN E.	10	1	001
<input type="checkbox"/>	003129	EPPINETT, JARRETT M.	10	1	001
<input type="checkbox"/>	003162	FISHER, JESSICA P.	10	1	001
<input type="checkbox"/>	004351	FORD, CADE P.	10	1	001
<input type="checkbox"/>	000004	GAMBA, MADISON M.	10	1	001
<input type="checkbox"/>	003270	GEBERT, JAKE D.	10	1	001
<input type="checkbox"/>	003269	HARWELL, KATIE H.	10	1	001
<input type="checkbox"/>	003128	HIRSTIUS, CHLOE L.	10	1	001

Students with Next Year Campus being Set

Select	Stu ID	Name	Grd	Active	NYC
no rows					

Print Print

First 1 / 2 Last Total without a Next Year Campus of 002 = 63 Total with a Next Year Campus of 002 = 0

1. Select the grade level to assign.
2. Select the next year campus for these students.
3. Make other selections as needed.
4. Click **Retrieve**. The selected students are listed in the left grid.
5. Select the students who will be assigned to the next year campus.
6. Use the arrow buttons to move the students to the right grid.
7. Click **Save**.
8. If your campus feeds into multiple campuses, re-run the utility for each receiving campus.

NOTE: If new students enroll during the school year, run the utility again to include all new students with the **Only Blank NYC** field selected.

2. Transfer the students.

[Registration > Utilities > Transfer > Scheduling Transfer](#)

Sending Campus: 001	Receiving Campus: 042 042 School ▼	<input type="button" value="Start"/>
Choose Grades: <input checked="" type="checkbox"/> 09	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 11
Match Next Year Campus: <input type="checkbox"/>	Transfer Withdrawn Students: <input type="checkbox"/>	Transfer Residential Facility Information: <input type="checkbox"/>

1. Select the campus where the students will be transferred (**Receiving Campus**).
2. Select the grade level to be transferred.
3. Select **Match Next Year Campus** if there are multiple next year campuses to which students are being transferred.
4. Click **Start**.
5. Repeat until all students have been transferred.

IMPORTANT:[About pre-registering students:](#)

If you need to set up a student who is not currently attending the campus/district but will attend next year, you must register the student in current year registration. The student should be pre-registered in the campus they will attend in the new school year.

[Registration > Maintenance > Student Enrollment](#)

STUDENT: 002893 : ACE, REBECCA SCHOFIELD TEXAS UNIQUE STU ID: 6525879424

Comments Bus Info

DEMO1 DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS LOCA

Demographic Information

Grade: 11 Entry Dt: 08-09-2021 Track: 01 Orig Entry: 08-09-2021 Withdrawal Dt: - - Portal ID:

Name: REBECCA SCHOFIELD ACE
 First Middle Last

Social Security Number Denied SSN: 333-22-9999 Prior SSN: - - Texas Unique Student ID: 6525879424 Medicaid Eligible

Sex: M DOB: 05-09-2004 Hispanic/Latino: Aggregate Race/Ethnicity: H - Hispanic

White: Black/African American: Asian: American Indian/ Alaskan Native: Hawaiian/Pacific Isl:

Student Indicators

Elig Code: 1 Attribution Cd: 00
 Campus ID Resid: - - Eco Disadvan: 00
 Military Connected: 0 Foster Care: 0
 Star of Texas Award: Rep Excl:
 Active Cd: 1 - Active Record Status: 5
 Cnty Residence: NSLP:

Current / Next Year Information

Control Num: 912 CY Team Code:
 Next Yr Cntrl: NY Team Code:
 Nxt Yr Camp: 001 Here Last Yr:
 CY Xfer Factor: NY Xfer Factor:

Phone / Address

- Use the grade level the student will be in next year.
- Use the last day of the current year as the Date of Entry (WR Enroll tab).
- Use Record Status 5 (not enrolled this year but will attend next year).

WARNING: Do not use Record Status 4, or the program will not let you edit or delete the student until after Annual Student Data Rollover is done.

Returning current year student: If you have a current year student who has withdrawn, but intends to come back next year, do not use these steps to pre-register them or current year data will be skipped during PEIMS. This student will need to be registered after ASDR is done in the summer.



Back Cover