



districtmoveoptions

Table of Contents

District Move Options 1

District Move Options

Registration > Maintenance > District Profile > Move to Grade Reporting > District Move Options

This tab allows the district to set options that apply to all campuses when running Move to Grade Reporting (MTGR).

For more information on running ASDR, refer to the [End-of-Year & Annual Student Data Rollover \(ASDR\)](#).

Perform Rollover	Error List	Dropped Stu List	Leaver Error List
Live	Trial	Show	Show

DISTRICT ASDR OPTIONS	SPECIAL PROGRAM OPTIONS	CAMPUS ASDR OPTIONS
☒ Clear Bus Data		
☒ Move Registration Student Comments		
☒ Clear NSLP Code		
☐ Clear Current Eligibility Code (Warning! If checked, clears Attribution Code and Campus ID of Residence for grade 01 to 12.)		
☐ Move Next Year Magnet to Current Year		
☒ Move Current Year At Risk Records to Next Year (Except for excluded indicators.)		
☒ Increment Student Grade Level (Not applicable for Status 5 students.)		
☒ If Increment, Use Year End Status (Not applicable for Status 5 students.)		
☐ Delete TeacherPortal Administrative Users		
Withdraw Cutoff Date:	--	
Drop Students for New Sch Yr at Highest Grade:	Y	
Sort Order For Dropped Student List :	G	

Update data:

When the page opens, a message is displayed indicating that you cannot run ASDR if the [Grade Averaging and Class Ranking utility](#) has not been run. This applies mainly to high school campuses, but the utility should also be run for any middle school or elementary campuses if you want those students ranked within their grade level.

- ☐ Click **Yes** to continue if you have run the Grade Averaging and Class Ranking utility.
- ☐ Click **No** if you have not run the utility. The page will be disabled, and you must run the Grade Averaging and Class Ranking utility in order to proceed.

Clear Bus Data	Select if the transportation information on Registration > Maintenance > Student Enrollment (Bus Info button) for all students should be cleared in the next year student records for the entire district. Only bus data entered in Registration is cleared. Any fields entered in Special Education, such as special seating and wheelchair information, are not cleared. Most LEAs that have bus data <i>do not</i> select this field.
Move Registration Student Comments	Select if you want to copy the student's registration comments (i.e., Comments window on Maintenance > Student Enrollment) to the next school year. Only comments from the student's latest campus are copied.
Clear NSLP Code	Select if the National School Lunch Program (NSLP) code (i.e., NSLP field on Maintenance > Student Enrollment > Demo1) should be cleared for all students in the district for the next school year, except those with Economic Disadvantage code 99. NOTE: National School Lunch Program (NSLP) is an optional program. However, the Economic Disadvantage data is collected for TSDS PEIMS reporting (submissions 1 and 3). Campuses that do not offer NSLP to enrolled students must set the Eco Disadvan code for all students to either <i>00-Not identified as Economically Disadvantaged</i> or <i>99-Other Economic Disadvantage</i>, based on the results of a locally developed income survey form.

Clear Current Eligibility Code	Select to reset the Elig Code field to 1 (<i>eligible for full-day attendance</i>) on Maintenance > Student Enrollment > Demo1 for all students. The field applies to enrolled students only.					
	Most LEAs do not select this field.					
	If selected, the Elig Code field for all students is reset to <i>1-full day/full year</i> in the next school year. The student's Attribution Cd and Camp Id Resid fields on Demo1 are also cleared.					
	Whether selected or not, the following is true:					
	- For PK students promoted to KG, the Elig Code field is reset according to the Type Kindergarten field on Attendance > Maintenance > Campus > Next Year Campus Options (either <i>1-full day/full year</i> or <i>3-half day/full year</i>). - If the student's next year grade level is PK and he is not in special education, the Elig Code field is set to 2 (i.e., <i>eligible for half-day attendance</i>).					
	Rules for eligibility code					
	Attendance - Type Kindergarten	Registration - Clear Current Eligibility Code	Eligibility Code before ASDR	From to To Grade Level	Eligibility Code after ASDR	Action during ASDR
	1	No	1 or 2	PK to KG	1	Clear Attribution Cd and Camp ID Resid , if any.
	1	No	2	KG to KG	1	Reset 1/2 day to full day; leave Attribution Cd and Camp ID Resid , if any.
	1	No	1 or 2	KG to 01	1	Clear Attribution Cd and Camp ID Resid if any.
	3	No	1 or 2	PK to KG	2	Clear Attribution Cd and Camp ID Resid , if any.
	3	No	1	KG to KG	2	Reset 1/2 day to full day; leave Attribution Cd and Camp ID Resid , if any.
	3	No	1 or 2	KG to 01	1	Clear Attribution Cd and Camp ID Resid , if any.
	1	Yes	1-6	PK to KG	1	Clear Attribution Cd and Camp ID Resid .
	1	Yes	1-6	KG to 01	1	Clear Attribution Cd and Camp ID Resid .
	1	Yes	1-6	01-12 to 01-12	1	Clear Attribution Cd and Camp ID Resid .
	3	Yes	1-6	PK to KG	2	Clear Attribution Cd and Camp ID Resid .
	3	Yes	1-6	KG to 01	1	Clear Attribution Cd and Camp ID Resid .
	3	Yes	1-6	01-12 to 01-12	1	Clear Attribution Cd and Camp ID Resid .
	Blank	Yes	Any	PK to KG	Same	None
Blank	Yes	Any	01-12	1	Clear Attribution Cd and Camp ID Resid .	
Blank	No	Any	PK to KG	Same	None	
Blank	No	Any	01-12	Same	None	
Move Next Year Magnet to Current Year	Select if the value in the Magnet next year field on Maintenance > Student Enrollment > Demo2 should be rolled over to the Magnet this year field on Demo2. The Magnet next year field will be cleared (N).					
	Most campuses are not magnet schools. If this does not apply to your LEA, do not select the field.					

**Move Current
Year At Risk
Records to Next
Year**

Select to move current year At Risk data to the next school year, except for data that is automatically cleared during ASDR.

Most LEAs select this field.

If the field is *not* selected, all At Risk data is cleared in the next school year.

The following **PEIMS at-risk criteria** fields on [Maintenance > Student Enrollment > At Risk](#), as well as their documentation check boxes, are *always* cleared during ASDR:

- **1. Unsatisfactory performance on readiness test (PK - 03)**
- **4. Unsatisfactory performance on assessment instrument**
- **5. Pregnant/parent**
- **6. Placed in a DAEP (TEC37.006)**
- **7. Expelled (TEC37.007)**
- **11. Is in the custody or care of the DFPS or has been referred to DFPS**
- **12. Homeless**

Increment Student Grade Level	Select if the student's current grade level in the next entry/withdrawal record (Maintenance > Student Enrollment > W/R Enroll) should be increased by one. Most LEAs select this field. If selected: • PK students are promoted to KG if they are five years old by September 1st and have a "promoted" year-end-status code. • KG students are promoted to 1st grade. Whether or not this field is selected, EE students grade levels are <i>not</i> changed.
If Increment, Use Year End Status	The setting of this field is ignored unless Increment Student Grade Level is selected. Select if the grade level should be increased by one for all students whose year-end-status code (i.e., the Year End Status field on Maintenance > Student Enrollment > Demo3) indicates they were not retained. Grade levels are not changed for students whose year-end-status code indicates they were retained. If this field is not selected, grade level are increased by one for <i>all</i> students. IMPORTANT! Ensure that the Year End Status field on Demo3 has been set properly for all students. Students with year-end-status code 13 (<i>GED</i>) are not created in the next school year; a record is added for the student in the leaver table. If Drop Unsched Stu New Sch Yr is selected on the Campus ASDR Options tab, the following applies for students whose Record Status is 1 (<i>enrolled at the campus</i>) on Maintenance > Student Enrollment > Demo1: • Students with year-end-status code 14 (<i>met requirements, but did not pass the state assessment</i>) who have a next year schedule are created in the next school year but not advanced to the next grade level. Students without a next year schedule are not created in the next school year; a record is added for the student in the leaver table. • Students with year-end-status code 15 (<i>grade 12, not enough credits to graduate</i>) who have a next year schedule are created in the next school year. Students without a next year schedule are not created in the next school year; a record is added for the student in the leaver table. • Students with a year-end-status code 21 (<i>pending completion of summer school</i>) or 22 (<i>pending other</i>) who have a next year schedule are promoted to the next grade level. Students without a next year schedule may not be created in the next school year, depending on the options selected on the Campus ASDR Options tab. If these students are not created in the next school year, they are written to the leaver table.
Delete txGradebook Administrative Users	Select to delete all TeacherPortal administrative user accounts during ASDR (i.e., all district-level accounts listed on Grade Reporting > Maintenance > TeacherPortal Options > District > Administrative Users, and all campus-level accounts listed on Grade Reporting > Maintenance > TeacherPortal Options > Campus > Administrative Users). If <i>not</i> selected, the administrator login information will be retained for the upcoming school year.

Withdraw Cutoff Date

You can specify a date for determining if a withdrawn student should be created in the next year records. If a date is entered, next year records are *not* created during ASDR for any student who withdrew before this date. Next year records are only created for any students who withdrew *after* this date. You may choose to use this field if you have entered a next year schedule for a student who withdrew after a specified date.

Most LEAs leave this field blank.

Because historical information is available, it may not be necessary to use the **Withdraw Cutoff Date** field for ASDR. If you need to enter a student from a prior year, such as a migrant student, you can find the student in the Historical Directory and automatically reenter him in the current year.

If a date is entered in this field, the following applies:

- If the student withdrew before the withdrawal cutoff date, he is dropped for next year even if he has a schedule.
- If **Drop Wd Stu New Sch Yr** is blank on the [Campus ASDR Options](#) tab, the program drops students whose withdrawal date is before the withdraw cutoff date.
- If **Drop Wd Stu New Sch Yr** is selected, the **Withdraw Cutoff Date** field is not used.

[Rules for withdraw cutoff date](#)

Student Withdrew after Cutoff

Next Year Courses in Scheduling	Drop Wd Stu New Sch Yr*	Drop Unsched Stu New Sch Yr	Activate Sched Stu	Action during ASDR	Courses in Scheduling
Yes	No	Yes	Yes	Active in new school year	Move to current year
Yes	No	Yes	No	No Show in new school year	Move to current year
Yes	No	No	No	No Show in new school year	Move to current year
Yes	No	No	Yes	Active in new school year	Move to current year
No	No	Yes	Yes	Dropped in new school year	None
No	No	Yes	No	Dropped in new school year	None
No	No	No	No	No Show in new school year	None
No	No	No	Yes	No Show in new school year	None

* Option cannot be selected when cutoff date is used.

If a withdrawal cutoff date is *not* entered, ASDR will not drop any students based on their withdrawal date (unless **Drop Wd Stu New Sch Yr** is selected for a campus on the Campus ASDR Options tab, in which case *all* withdrawn students are dropped.)

NOTE: If **Drop Wd Stu New Sch Yr** is selected for a campus, it supersedes the **Withdraw Cutoff Date** whether or not there is a value.

Drop Students for New Sch Yr at Highest Grade	Indicate if next year records should be created for students whose current grade level equals the highest grade level at the campus. This field affects only students with Record Status Code 1 (<i>enrolled at campus</i>) or 3 (<i>currently enrolled at campus, will attend next year</i>). Valid options: S - Drop non-special education students at the highest grade level (i.e., drop any 12th grade student that is not retained and not actively special ed.) This option can be used for districts that have special ed students who may attend school beyond 12th grade. Y - Drop all students for the next school year at the highest grade level (except students with year-end-status code 02, 10, 14, or 15). Most LEAs select Y. Year-end-status codes: 01 - Promoted next grade 02 - Retained same grade 03 - Place in the next grade 04 - Placed in transitional program 06 - Promoted from transitional program to regular grade 10 - Not advanced next grade 11 - Advanced next grade 12 - Graduated 13 - Obtained GED 14 - Met requirements but did not pass STAAR/TAKS 15 - Grade 12 but not enough credits to graduate 21 - Status pending - complete summer school 22 - Status pending - other 23 - Left district before - no status (NOTE: Code 23 should be used for withdrawn students to prevent them from being included on the ASDR error report.) • If If Increment, Use Year End Status is selected, and the Year End Status field on Maintenance > Student Enrollment > Demo3 indicates the student will be retained, a row is created for the student for next year. • If Drop Status = 1 New Sch Yr or Drop Unsched Stu New Sch Yr field is selected on Campus ASDR Options, students with Record Status Code 1 (<i>enrolled at campus</i>) are dropped for next year if they do not have course requests. • No next year student records are created for students with Record Status Code 3 (<i>currently enrolled at campus, will attend next year</i>) who have been group-transferred to their next year campus. NOTE: Students with year-end-status code 12, 13, or 23, are dropped regardless of grade level.
Sort Order For Dropped Student List	Select the order in which you want records listed on the report of students whose records will be dropped for next year.

Click **Save**.



Back Cover