



## Reset Values (Registration)



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# Reset Values (Registration)

## Registration > Utilities > Reset Values

This utility mass resets data in a student's latest enrollment record according to your selections. Data from a student's previous campus is not reset.

Make sure to back up your database before running this utility.

### Update data:

Under **Parameters For Reset:**

☐ Select the students whose data will be reset:

|                    |                                                                                                                                                                          |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Campus</b>      | Select to reset data for students at one campus, or leave blank to reset data at all campuses.<br><br>If selected:<br><b>Campus ID</b> Select the campus.                |
| <b>Grade Level</b> | Select to reset data for students in one grade level, or leave blank to reset data for all grade levels.<br><br>If selected:<br><b>Grd Level</b> Select the grade level. |
| <b>Track</b>       | Select to reset data for students on one track, or leave blank to reset data for all tracks.<br><br>If selected:<br><b>Track</b> Select the track.                       |

☐ You must select at least one of the following:

|                          |                                                 |
|--------------------------|-------------------------------------------------|
| <b>Active Students</b>   | Select to reset data for all active students.   |
| <b>Inactive Students</b> | Select to reset data for all inactive students. |

☐ Under **Item to Reset:**

Select the specific item of data to be reset.

☐ Under **Values to Reset:**

|             |                 |                                                                                                                                                                                       |
|-------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>From</b> | <b>Specific</b> | If selected, the drop-down field is enabled listing possible values for the field you selected to reset, or a date field allows you to enter a valid date. Select the value to reset. |
|             | <b>All</b>      | If selected, all values for the selected item (including blanks) are reset.                                                                                                           |
|             | <b>Blank</b>    | If selected, only blank values for the selected item are reset.                                                                                                                       |
| <b>To</b>   | <b>Specific</b> | If selected, the drop-down field is enabled listing possible new values for the field you selected to reset, or a date field allows you to enter a valid date. Select the new value.  |
|             | <b>Blank</b>    | If selected, From values are changed to blank.                                                                                                                                        |

#### Adding a local program:

The *Local Program* option allows you to add a local program for a group of students who are in a particular local programs (i.e., **Specific to Specific**). Or, you can add a particular local program for all selected students who are not currently in that program (i.e., **All to Specific**).

If you select **From Specific**, use the adjacent drop-down field to specify the program in which the students are currently enrolled. You will be adding a local program for the students currently enrolled in this program.

If you select **From All**, you will be adding a local program for the students who are not currently enrolled in the **To** program.

For **To Specific**, use the adjacent drop-down field to specify the program you are adding for the students.

|                           |                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                 |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Keep Entry Date</b>    | This field is only displayed if you are adding a program for students enrolled in a particular program (i.e., <b>Specific to Specific</b> ). Select the field if you want to use the student's entry date from the original program. Otherwise, you can specify a new entry date.                                                                           |                                                                                                                                                                                                                                                 |
| <b>Entry Date</b>         | If you are <i>not</i> keeping the original entry date, or if you are adding the generic program for all students, specify the student entry date for the generic program you are adding.                                                                                                                                                                    |                                                                                                                                                                                                                                                 |
| <b>Local Program Code</b> | Select a generic program for a group of students who are in a particular generic programs.<br><br><b>NOTE:</b> The Additional Days Program (ADP) will now accept dates that fall outside the school year calendar and that are on weekends or holidays. Valid dates must be within the Additional Days School Year attendance calendar.<br><br>If selected: |                                                                                                                                                                                                                                                 |
|                           | <b>Code 2</b>                                                                                                                                                                                                                                                                                                                                               | Enter a two-digit track for changing to or adding ADSY programs.<br><br>This code is required for changing to or adding ADSY programs and must match a track on <i>Attendance &gt; Maintenance &gt; Addtnl Days Program &gt; ADSY Options</i> . |

### Resetting FHSP endorsements:

If **From Specific** is selected, the corresponding drop-down field is enabled. Only students who meet the selected criteria are retrieved.

If **From All** is selected, all students who meet the selected **Parameters for Reset** criteria are retrieved.

If **From Blank** is selected, only students who have a blank in the corresponding endorsement column are selected.

If the **To Specific** drop-down field is set to 2 (i.e., *Student has Completed*), the **Date Completed** field appears, and a completion date is required. If the **From Specific** drop-down list is also set to 2 (i.e., *Student has Completed*), the completion date is deleted to prevent invalid data.

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### Resetting Foundation Crswrk and Distinguished Crswrk:

The **FHSP endorsements** should be assessed for each student, and set if necessary prior to using the Reset Utility for **Foundation Coursework** and **Distinguished Coursework**.

### Resetting CPR and Speech completion dates:

If **From Specific** is selected, only students who have a PGP record that matches the date are retrieved.

If **From All** is selected, all students who meet the selected **Parameters for Reset** are retrieved regardless of whether they have a PGP. Rows are updated, or new rows are added.

If **From Blank** is selected, all students who meet the **Parameters for Reset** criteria and do not have a PGP, including students with a blank **CPR Date Completed** field, are retrieved.

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### Resetting PK Enroll:

If **Item to Reset** is set to *PK Enroll*, the following fields are also displayed:

|                        |                                                                                                                   |
|------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>As of</b>           | Type the as-of date to validate the student enrollment date. A student's enrollment date must be after this date. |
| <b>ADA Eligibility</b> | Select the eligibility status to reset <i>PK Enroll</i> data for students with a particular eligibility status.   |

|                      |                                                                                                                                                                                        |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Item to Reset</b> | Select the specific item of data to be reset.<br><b>NOTE:</b> If <i>PK Enroll</i> is selected, additional fields are displayed under <b>Parameters For Reset</b> , as described above. |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Under **From**:

|                          |                                                                                                                                                            |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Program Type</b>      | Codes are displayed based on the ADA eligibility code selected. Select the current code indicating the length of the PK instructional day for PK students. |
| <b>Primary Funding</b>   | Select the current primary source of funding for PK students.                                                                                              |
| <b>Secondary Funding</b> | Select the secondary source of funding for PK students.                                                                                                    |

When **From Specific** is selected:

- The **From** and **To** options are not initially checked and all fields are disabled.
- When from **Specific** is selected, all three dropdown selections are required: **PK Program**, **Primary Funding Source**, and **Secondary Funding Source**.
- The program searches for all students who have an enrollment date after the **As of** date in the current year and have the **ADA Eligibility** code selected under **Parameters For Reset**.
- The program also matches the **Program Type**, **Primary Funding**, and **Secondary Funding** fields.

This option updates existing records, but does not add new records.

When **To Specific** is selected :

- When from **Specific** is selected, all three dropdown selections are required: **PK Program**, **Primary Funding Source**, and **Secondary Funding Source**.
- The **Keep Entry Date** is added same as economic disadvantage utility.
- **Entry date** is required when the keep entry checkbox is not checked.
- The **Primary Funding Source** and **Secondary Funding Source** cannot be the same.

This option updates existing records, but does not add new records.

When **From All** is selected:

- When from **All** is selected, all three dropdown selections are grayed out: **PK Program**, **Primary Funding Source**, and **Secondary Funding Source**.
- The program searches for all students who have the **ADA Eligibility** code selected under **Parameters For Reset**
- The **Program Type**, **Primary Funding**, and **Secondary Funding** fields under **From** are disabled.

This option updates existing records and adds new records if one does not exist.

When **From Blank** is selected:

- The program searches for all students who have the **ADA Eligibility** code selected under **Parameters For Reset**.
- The **Program Type**, **Primary Funding**, and **Secondary Funding** fields under **From** are disabled.

This option updates existing records, but does not add new records.

Under **To**:

**Specific** is the only option.

|                   |                                                             |
|-------------------|-------------------------------------------------------------|
| <b>Entry Date</b> | Type the date on which the students entered the PK program. |
|-------------------|-------------------------------------------------------------|

Select the new program type code, primary source of funding, and secondary source of funding.

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### Resetting UID Enrollment Event Flag:

The *UID Enrollment Event Flag* option works in conjunction with the **UID Enrollment** functionality on [Registration > Utilities > Texas Unique Student ID Processing > UID Export](#).

Resetting the value to blank allows you to resubmit enrollment events for a specified date range with new enrollment events and any updated enrollment records.

When *UID Enrollment Event Flag* is selected, the **Parameters for Reset** fields on the page are disabled; the utility is run for *all* campuses, grade levels, tracks, and students in the district.

The **From/To** fields require a date range. The reset only applies to the **From/To Date** fields.

When you click **Reset Values** button, a pop-up window opens which retrieves all students whose entry date or withdrawal date is within the specified date range and have been processed (i.e., their flag is set to *P-Processed*) (i.e., their enrollment event information has already been submitted to TEA).

When you click **Save**, the flag for the selected students is reset from *P-Processed* to blank.

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### Resetting Dyslexia Services:

#### Resetting Dyslexia Services

Use the drop-down field under **Item to Reset** to select *Dyslexia Services*.

Under **Parameters For Reset**:

- The **Campus, Grade Level, Track, Active Students, Inactive Students** are all preselected with a checkmark.
- The **Campus ID** will pre-populate on the campus that is selected.
- Enter the required **Grade Level** and **Track**.

**NOTE:** Under the **Values to Reset** Section, both the *From ALL* and *To Specific* options are automatically selected.

**No action is needed for the From All Section.**

Under **From Specific**:

|                                                          |                                                                               |
|----------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Begin Date</b>                                        | Enter the required <b>Begin Date</b> using the MMDDYYYY format.               |
| <b>IEP (04)</b><br><b>504 (05)</b><br><b>Gen Ed (06)</b> | Select one or more of the applicable <b>Dyslexia Service</b> codes to assign. |

**IMPORTANT!** Verify that you have selected data correctly before you proceed.

☐ Click **Reset Values**.

The [Reset Values By Student](#) pop-up window opens.

**Other functions and features:**

|              |                                    |
|--------------|------------------------------------|
| <b>Clear</b> | Clear your selections on the page. |
|--------------|------------------------------------|



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