

Set Next Year Campus

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Registration > Utilities > Set NY Campus

This utility assigns next year campus IDs. For example, before you transfer a student to another campus, you can assign him a next year campus ID.

After assigning next year campus IDs, you should select **Match Next Year Campus** when running the Scheduling Transfer utility to ensure that students with assigned next year campus IDs are transferred to the correct receiving campus.

The utility can also be used for the following:

- To clear next year campus IDs for students. This should be run for every next year campus ID already assigned in the district. You can run the Create Demo report to verify that all next year campus IDs have been cleared. (Create the report with student name, grade level, and next year campus.)
- To assign next year campus IDs for middle school students taking credit level H courses who will be included in current year grade averaging. Grade averaging uses the grade averaging tables from the students' next year high school campus for calculations.
    - If a district's high school cumulative grade averaging policy does not include courses taken for high school credit at the middle school, the middle school does not need to use the utility.
    - If the middle school sends students to different high schools, run the utility for each next year campus.

Update data:

❑ Specify criteria:

Grade Level	Select the grade level(s) of the students for whom to assign a next year campus.
From Campus	The sending campus ID and name are displayed.
Only Blank NYC	Select to only include students who do not have an assigned next year campus ID.
NY Campus	Select the campus the students will attend next year. Once saved, this campus is displayed in the **Nxt Yr Camp** field on Maintenance > Student Enrollment > Demo1.
Include Wd Students	Select to include withdrawn students when assigning lockers.

Use Attn Zones NY	Select to choose the NY campus based on the campus assigned to the student in the Attendance Zone directory.

❑ Click **Retrieve**.

Students with Next Year Campus to be Set (left grid)	The students at the current year campus who meet the specified criteria are listed. • If there are multiple pages, page through the list. .

Total without a Next Year Campus	The total number of students listed is displayed.

Select the students:

Select	Select one or more students. Clear the field to unselect the student. • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.
Print	Print the list of students in the left grid.

❑ Click ↠ to move all students from the left grid to the right grid (whether selected or not). The selected students are displayed on the right side of the page.

❑ Click → to move only the selected students from the left grid to the right grid.

Students with Next Year Campus being Set (right grid)	The selected students are listed. These are the students whose next year campus will be updated.

Total with a Next Year Campus	The number of selected students is displayed.
Select	Select any students to be removed from the list.

Click ↞ to move all students from the right grid to the left grid (whether selected or not). All students return to the left grid.

Click ← to remove only selected students from the right grid. They will be listed in the left grid again.

Print	Print a list of students whose next year campus will be set.

❑ Click **Save**.

- You are prompted to confirm that you want to save the change. Click **Yes**.
- You are prompted to print a report of updated item. Click **Yes** to print the report. Review, save, and/or print the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click to go back one page.
Click to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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