



**By CY Control #**



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## Scheduling > Maintenance > Control Number > By CY Control #



This tab allows you to change next year control numbers for a group of students who are all currently assigned to the same current year control number.

### Change next year control numbers:

Field
<u>CY Control # From</u>

- A list of students assigned the control number is displayed. The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- If more students are retrieved than can be displayed on one page, you can ++ page through the list.

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<u>CY Control # From</u>
<u>Update</u>

Click **Save**. The next year control number is assigned to the selected students. It is displayed in the **NY Cntrl#** field.



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