



## Disable Portals



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## Run ASDR

After entering the district, special program, and campus options, you are ready to perform a trial run of ASDR. You can print separate reports that show students whose next year records were not created and list errors found. Once you have corrected or verified the errors, you can perform the live run.

Before running ASDR, do the following:

- Be sure that all users are logged out of ASCENDER.

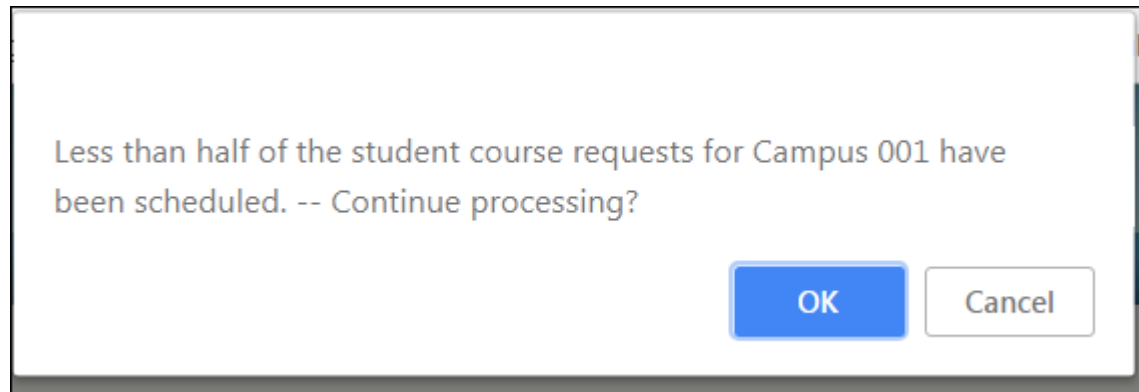
### 1. Perform a trial run.

The screenshot shows the ASDR interface. At the top, there is a 'Save' button. Below it, the 'Perform Rollover' section contains a 'Live' button and a 'Trial' button. To the right of these buttons are three buttons labeled 'Error List', 'Dropped Stu List', and 'Leaver Error List', each with a 'Show' button below it. Below the buttons, there are three sections: 'DISTRICT ASDR OPTIONS', 'SPECIAL PROGRAM OPTIONS', and 'CAMPUS ASDR OPTIONS'. Under 'DISTRICT ASDR OPTIONS', there are three checked checkboxes: 'Clear Bus Data', 'Move Registration Student Comments', and 'Clear NSLP Code'.

- ☐ Once all options are selected, click **Execute** to test the rollover.

**NOTE:** This process may take several minutes. You must keep the page open while the process is running.

If there are data errors that prevent the rollover, a pop-up window will display and the process will not proceed.



- ☐ Click **OK** to continue running ASDR.

ASDR processes and error messages:

When the process is complete, four buttons are displayed:

- Button 1
- Button 2
- Button 3
- Button 4

### **Review Reports**

- ☐ Review the Error List, Dropped Stu List and Leaver reports.

#### **Error List:**

**Error / Warning Preview** ←

[Exit](#)

Print ◀ ▶ Last

Date Run: 6/22/2021 3:10 PM      District Annual Student Data Rollover      Program ID: Trial Run  
 Cnty-Dist: tst-160      Error / Warning      Page: 1 of 21  
 Campus : 001

\*\*\*\*\*Warnings\*\*\*\*\*

—Student Bypassed—

Student 000016 Garza, Sahar Alexis has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 000084 Alvarez, Leslie Marie has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 000132 Castillo, Myla Marylou has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 000181 Rodriguez, Josue Cole has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 000183 Marquez, McKayla Noel has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 000323 Hoffschneider, Bianny Dave has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

### Dropped Stu List:

**Student Drop List Preview** ←

[Exit](#)

Print ◀ ▶ Last

Date Run: 6/22/2021 3:10 PM      District Annual Student Data Rollover  
 Cnty-Dist: tst-160      Student Drop List for School Year : 2021 - 2022  
 Campus : 001

| Stu ID | Student Name              | Trk | Grd Lvl | Rec Status | Rec Active | Ctl Num | Drop Reason                                                  |
|--------|---------------------------|-----|---------|------------|------------|---------|--------------------------------------------------------------|
| 008061 | Castellon, Camila Janette | 01  | 09      | 1          | 2          |         | Withdrawal date prior to first day of school., WD=02/22/2021 |
| 008956 | Fikes, Jovanni Angel      | 01  | 09      | 1          | 2          |         | Withdrawal date prior to first day of school., WD=09/14/2020 |
| 008957 | Garza, Anselmo Marie      | 01  | 09      | 1          | 2          |         | Withdrawal date prior to first day of school., WD=03/23/2021 |
| 007891 | Hudson, Reality Skye      | 01  | 09      | 1          | 2          |         | Withdrawal date prior to first day of school., WD=09/11/2020 |
| 008937 | Macias, Lily Abram        | 01  | 09      | 1          | 2          |         | Withdrawal date prior to first day of school., WD=03/02/2021 |
| 007282 | Ramirez, Chegloria Ismael | 01  | 09      | 1          | 2          |         | Withdrawal date prior to first day of school., WD=02/01/2021 |
| 007533 | Vela, Ariel Malachi       | 01  | 09      | 1          | 2          |         | Withdrawal date prior to first day of school., WD=01/08/2021 |

### Dropped Student List Errors:

| Error Message                                                                        | Type  |
|--------------------------------------------------------------------------------------|-------|
| Student xxxxxx - Bad Enroll record or bad Schedule transfer records found.           | Error |
| Student xxxxxx - Invalid campus xxx found.                                           | Error |
| Student xxxxxx - Invalid track x found for this student. Student dropped.            | Error |
| Student xxxxxx has SEMS NY Special Ed Teacher records but no Special Ed Enroll Recs. | Error |

| Error Message                                                                                                                                                                                                                         | Type    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Student xxxxxx is currently in 12th grade and Retained. Option to drop status 1 students is selected in Campus ASDR Options Tab. Please make any necessary changes.                                                                   | Error   |
| Invalid Track x For Campus yyy.                                                                                                                                                                                                       | Error   |
| Student was retained - Receiving campus enroll record is dropped.                                                                                                                                                                     | Warning |
| Scheduled courses not moved to Grade Reporting for student.                                                                                                                                                                           | Warning |
| Student had a Active Code of '2' and no Withdraw Date. Active code was set to '1'.                                                                                                                                                    | Warning |
| Student has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.                                                                                                                  | Warning |
| Student is under 6 years old and has grade level KG.                                                                                                                                                                                  | Warning |
| Student is under 3 years old and has grade level PK.                                                                                                                                                                                  | Warning |
| Student is over 5 years old and has grade level EE.                                                                                                                                                                                   | Warning |
| Student is promoted to KG and Military Connected Code is reset to '0'.                                                                                                                                                                | Warning |
| Student's enroll record for this receiving campus xxx is dropped due to improper record status in the sending campus. If necessary, please run Utilities > Reverse Scheduling Transfer to ensure correct data rollover for next year. | Warning |
| Student xxxxx out of school.                                                                                                                                                                                                          | Warning |
| Student did not submit course request for next year.                                                                                                                                                                                  | Warning |
| Student scheduled into school campus number.                                                                                                                                                                                          | Warning |
| Student's withdrawal date prior to first day of school.                                                                                                                                                                               | Warning |
| Student is dropped due to reaching highest grade level in this campus.                                                                                                                                                                | Warning |
| Student graduated out of school.                                                                                                                                                                                                      | Warning |
| Student is not active and has no withdrawal date.                                                                                                                                                                                     | Warning |
| Student withdrew before cut-off date.                                                                                                                                                                                                 | Warning |
| No request found at this campus.                                                                                                                                                                                                      | Warning |

**Leaver Report:**

☐ Correct any errors, and correct/verify warnings in the student information, and then re-execute the ASDR process.

☐ Repeat this until all errors and warnings are corrected or verified.

**Exit:**

2. [Back up database and log files again if any changes were made.](#)

- ☐ Create another backup of the database as described previously.

It is recommended that the final backup be archived in a safe location for future access (e.g., audits).

### 3. [Perform the live run.](#)



## Back Cover