

Annual Student Data Rollover

Table of Contents

Annual Student Data Rollover 1

Annual Student Data Rollover

District Administration > Utilities > Annual Student Data Rollover

This tab allows the district to set options that apply to campuses when running Annual Student Data Rollover (ASDR).

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

District ASDR Options

This section allows the district to set options that apply to all campuses when running Annual Student Data Rollover (ASDR).

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 > Demo2 (**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 *do not* select this field.**
Move Registration Student Comments	Select if you want to copy the student's registration comments (i.e., **Comments** window on Registration > 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 Registration > 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 *00-Not identified as Economically Disadvantaged* or *99-Other Economic Disadvantage*, based on the results of a locally developed income survey form.

Clear Current Eligibility Code

Select to reset the **Elig Code** field to 1 (*eligible for full-day attendance*) on Registration > 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 *1-full day/full year* 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 *1-full day/full year* or *3-half day/full year*).

• 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., *eligible for half-day attendance*).

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 Registration > 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 Registration > Maintenance > Student Enrollment > At Risk, as well as their documentation check boxes, are *always* cleared during ASDR: • **3. Unsatisfactory performance on assessment instrument** • **4. Unsatisfactory performance on readiness test (PK-03)** • **5. Pregnant/parent** • **6. Placed in a DAEP (TEC37.006)** • **7. Expelled (TEC37.007) - The student was expelled during the prior or current school year** • **11. Is in the custody or care of the DFPS or has been referred to DFPS** • **12. Homeless**

<table>
<tr><td>Increment Student Grade Level</td><td>Select if the student’s current grade level in the next entry/withdrawal record (Registration > 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 not changed.

<table><tr><td>If Increment, Use Year End Status</td><td>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 Registration > 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 all 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 (GED) 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 in the Campus Options group box, the following applies for students whose Record Status is 1 (enrolled at the campus) on Registration > Maintenance > Student Enrollment > Demo1:

• Students with year-end-status code 14 (met requirements, but did not pass the state assessment) 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 (grade 12, not enough credits to graduate) 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 (pending completion of summer school) or 22 (pending other) 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 in the Campus Options group box. If these students are not created in the next school year, they are written to the leaver table.</td></tr></table></td></tr>
<tr><td>Delete TeacherPortal Administrative Users</td><td>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 not selected, the administrator login information will be retained for the upcoming school year.</td></tr>
</table>

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 in the **Campus Options** section, 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 (*enrolled at campus*) or 3 (*currently enrolled at campus, will attend next year*). 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 Registration > 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 in the **Campus Options** group box, students with Record Status Code 1 (*enrolled at campus*) 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 (*currently enrolled at campus, will attend next year*) 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**.

Special Program Options

This section allows the district to select how special program records are set for the next school year when running ASDR.

- A special program entry/withdrawal record is not created for students whose withdrawal

reason code in the record is *EP* (i.e., *Exit Program*).
- Only special programs selected on Attendance > Maintenance > Campus > Next Year Campus Options are created in the next school year.

Update data:

❑ For **Title I Services**, **Bilingual/ESL**, **Pregnancy Services**, and **Gifted/Talented**, select the code indicating how ASDR should handle the entry/withdrawal records for special programs.

- D - Drop special program records for this special program in the next school year. Records are not created.
- S - Perform a special reset for this special program. The program is rolled over to the new school year, and the enrollment date is set to the first day of the new school year. Records are created.

Rules for special program withdraw cutoff date

- If the student has withdrawn from the special program, and his withdrawal date is earlier than the date in the Withdraw Cutoff Date field on the District Move Options tab (if used), do not create a special program entry/withdrawal record.
- If the student's withdrawal reason code in the record is *EP* (i.e., *Exit Program*), do not create a special program entry/withdrawal record, regardless of the data in the **Withdraw Cutoff Date** and **Drop Wd Stu New Sch Yr** fields.
- If **Withdraw Cutoff Date** is used, the following applies:
  - Example: If **Withdraw Cutoff Date** is 04272016, the student withdrew from the campus and special programs on 03232017, and the **Withdrawl Code** field = *80*, the student is not created in the new school year during ASDR.
  - If **Withdraw Cutoff Date** is 04272016, the student withdrew from the campus and special programs on 05042017, and the **Withdrawl Code** field = *80*, the student is created in the new school year and reentered in the special program(s) during ASDR.
  - If **Withdraw Cutoff Date** is 04272016, the student withdrew from the special programs on 04202017, and the **Withdrawl Code** field = *EP*, the student is created in the new school year during ASDR, but the special program record is deleted. The student is not reenrolled in the special program.
- If the entry date is valid, reset the record to the first day of school.
- If the withdrawal date is blank or invalid, reset the record to the first day of school.

Code	Wd from School	Wd from Special Pgm	Wd Code	Condition	Action

Code	Wd from School	Wd from Special Pgm	Wd Code	Condition	Action
S	Y	Y	Any	**Withdraw Cutoff Date** is after **Wd Date**	Do not create next year record
S	N	Y	Any	**Withdraw Cutoff Date** is before **Wd Date**	Create next year record
S	N	Y	EP	N/A	Do not create next year record
D	N/A	N/A	Any	N/A	Do not create next year record

Title I Services	If you select S, the program also takes into account the **Title I** and **Schoolwide Title I** fields on Attendance > Maintenance > Campus > Next Year Campus Options when creating next year records: If neither field is selected: • If the student's current year *Title I* code is A (*facility for neglected, receives services*) or 9 (*does not attend a Title I school, but receives services*), ASDR creates a Title I record in the next school year and rolls over the current year code. • For students with any other current year Title I code, Title I records are not created in the next school year. If **Title I** is selected, but **Schoolwide Title I** is not selected: • If the student's current year **Title I** code is A (*facility for neglected, receives services*), 6 (*attends schoolwide Title I program school*) or 9 (*does not attend a Title I school, but receives services*), Title I records are not created in the next school year. • For students have any other Title I code, Title I records are created in the next school year. If both **Title I** and **Schoolwide Title I** are selected, Title I records are created in the next school year with code 6.
Bilingual/ESL	If you select S, a record is created on Registration > Maintenance > Student Enrollment > Bil/ ESL in the current school year for students who have **EB Cd** 0 (*not EB*), 1 (*EB*), F (*Exited from EB (M1)*), S (*Exited from EB (M2)*), or 3 (*Exited from EB (M3)*) and receive bilingual/ESL services. If the **Bilingual/ESL** special program is selected on Attendance > Maintenance > Campus > Next Year Campus Options, the student's enrollment record for EB, bilingual, or ESL is created in the next school year. If **EB Cd** is 4, ASDR will create an EB code 5 record (*former EB/EL student*) in the new school year. If **EB Cd** is 5, ASDR will create an EB code 5 record in the new school year.
Pregnancy Services	It is recommended that you select D (*drop the student's pregnancy services row in the new school year*).

<table>
<tr><td>Gifted/Talented</td><td>If you select S, a record is created on Registration > Maintenance > Student Enrollment > G/T in the current school year for G/T students.

If the Gifted/Talented special program is selected on Attendance > Maintenance > Campus > Next Year Campus Options, the student’s enrollment record for gifted/talented is created in the next school year.</td></tr>
<tr><td>Special Education</td><td>Only option S is available.

• If the student exited the special education program in the current school year with withdrawal reason code EP (exit program), ASDR does not create a special education record for the student in the next school year.

• If the student’s Next Year Special Ed field is Y on Special Education > Maintenance > Student Sp Ed Data > Next Year > Program Information, ASDR merges any of the student’s next year special education information with his current year special education information, and creates the record in the next school year.

• If Next Year Special Ed is blank on Special Education > Maintenance > Student Sp Ed Data > Next Year > Program Information, the student’s special education information from the current year is created in the next school year.
<table>
<tr><td>Drop Special Ed Record for New School Yr (if Special Ed Next Yr = N)</td><td>This field is used in conjunction with Next Year Special Ed on Special Education > Maintenance > Student Sp Ed Data > Next Year > Program Information. It affects only students whose Next Year Special Ed field is N. If you select Drop Special Ed Rec for New Sch Yr if Special Ed Next Yr = N, special education records are not created for these students in the next school year. Rules for dropping special ed records
<table>
<tr><th>Drop Spec Ed Rec for New Sch Yr if Spec Ed Next Yr = N</th><th>Special Ed Next Year</th><th>Action during ASDR</th></tr>
<tr><td>Yes</td><td>Yes</td><td>Merges NY data with CY data. Blank NY data is not merged. Any NY data replaces CY data.Checked NY checkbox fields are merged.</td></tr>
<tr><td>Yes</td><td>No</td><td>Deletes all CY and NY data. Does not create the student’s special education records on the Registration SpecEd tab.</td></tr>
<tr><td>Yes</td><td>Blank</td><td>Copies CY data to a new record in the new school year.</td></tr>
<tr><td>No</td><td>Yes</td><td>Merges NY data with CY data. Blank NY data is not merged. Any NY data replaces CY data. Checked NY checkbox fields are merged.</td></tr>
<tr><td>No</td><td>No</td><td>Copies CY data to a new record with the next school year code.</td></tr>
<tr><td>No</td><td>Blank</td><td>Copies CY data to a new record with the next school year code.</td></tr>
</table>
</td></tr>
</table>
</td></tr>
</table>

❑ Click **Save**.

Campus ASDR Options

This section allows the district to set options that apply only to a specified range of campuses and tracks during ASDR.

Order for record status codes

Record status codes are processed in the following order:

- Record status 2 (currently enrolled at this campus, will return next year)
- Record status 4 (enrolled at another campus, will attend this campus next year)
- Record status 1 (currently enrolled at this campus)
- Record status 5 (not currently enrolled in this district, will attend next year)
- Record status 3 (currently enrolled at this campus, will attend new campus next year)

Update data:

Existing campus options are displayed and can be modified.

❑ Click **+Add** to add a campus or range of campuses and tracks.

A blank row is added to the grid.

Campus From **Campus To**	Specify a campus or range of campuses. The options selected on each row apply only to the campuses in the range specified in these fields. • You must account for all campuses in the district. Every campus in the district must be included in a range. • If there is only one campus in the range, type the same campus ID in both fields. • If a campus has multiple tracks, the campus must be listed in the **Campus From** and **Campus Thru** fields for each track. • Some campus IDs within the range might not be valid campus IDs; they are bypassed. **IMPORTANT!** If you include more than one campus in a range, be sure that the selected options are appropriate for all campuses in the range.

Campus Track	Type the track for which the options apply. Options must be set for every track at the campus. • A set of next year attendance options must already be built for every track at every campus. • Include each track at each campus, unless **Exclude Campus** is selected for the campus. **Students whose next year track does not exist will be dropped in the next school year** and will be included on the Dropped Stu List report but not written to the leaver table. • Campuses included in the range on the same row must have the same first day of school for the track specified. **NOTE:** If the district has multiple half-day tracks, PK students should be pre-registered to the track they will be on for the next school year.
Set to Campus Track	Use the two fields to move students from one track to another during ASDR. Select the checkbox and type a track in the input field if all students at the original campus and track will be moved to the entered track when ASDR is run. For example, this could be used to transfer students to a track with an extended year calendar. • The next year calendar must already be set up for the track. • The track input field is enabled only when the checkbox is selected. • If the checkbox is selected, the track input field cannot be blank. • If you type a value in the track input field, the **First Day Of School** field is disabled and populated with the correct first day of the school for the entered track when you save. It will remain disabled after you save; you must clear the checkbox if you need to reset **First Day Of School** for any reason (e.g., to change or correct data). It is recommended that you do *not* use this option to move students from a half-day track to a full-day track.

Exclude Campus	Select to exclude the campus from ASDR. This option is used for a campus that will not be active or used in the next school year. If the campus is excluded, no next year records are created for the campus. Because historical information is saved, a campus must be excluded instead of deleted so that the data is saved in the historical records. • If a campus will not be used next year, but it still has student records (such as leaver records), **do not exclude the campus**. Instead, set ASDR options to drop the student records when ASDR is run by selecting **Drop Wd Stu New Sch Yr**, **Drop Status =1 New Sch Yr**, and **Drop Unsched Stu New Sch Yr** in the Campus Options group box). When the campus is accessed in the next school year, there will be no student records for the next school year (except for the leaver records). • If you exclude a campus with enrolled students, the students are not rolled over during ASDR. Their records are written to the historical tables for the excluded campus. If the student does not have a valid next year campus, he will be dropped in the next school year.
First Day Of School	This date is automatically set to the first day of school for all next year campuses when next year attendance calendars are created. This date will be used as the campus entry date, original campus entry date, and course entry date for all students is displayed. The date may also be used for the entry date for special programs. Be sure this date is the same date is displayed on Attendance > Maintenance > Campus > Next Year Campus Calendar.
Move Ctrl Nbrs	Select to move next year student control numbers (Scheduling > Maintenance > Control Number) to the current year and clear the next year control number field. For high school campuses, this field is typically *not* selected. **IMPORTANT!** Be sure to check with the elementary campus to see if the are using the next year control number option in Scheduling. Next year control numbers must already be set for students. If you select this option and next year control numbers are not set, all student control numbers will be cleared.

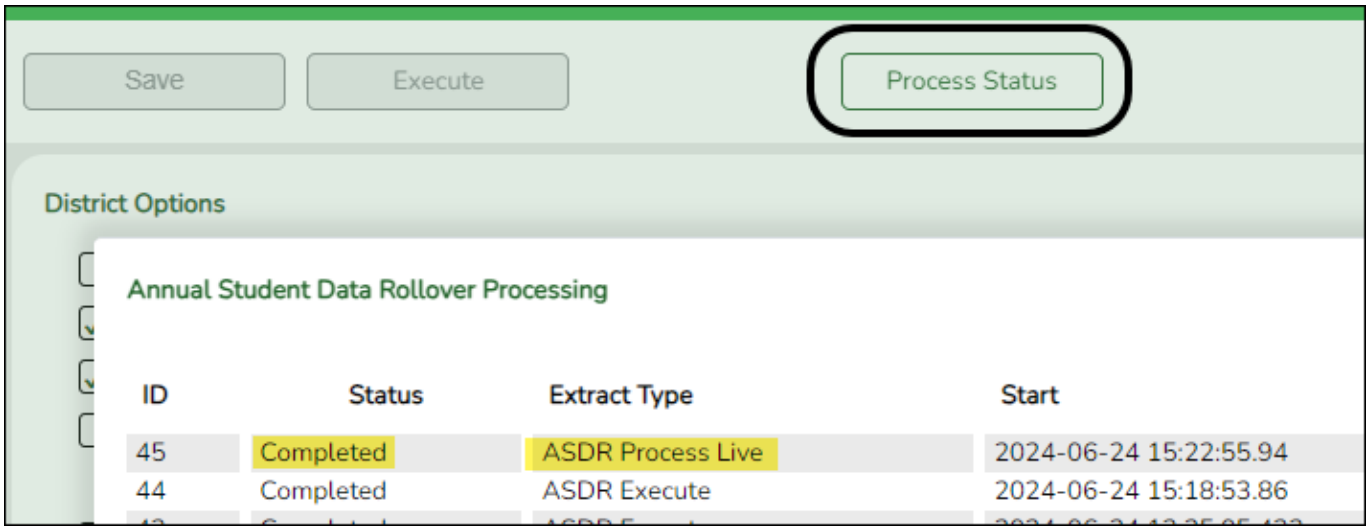
Drop Wd Stu New Sch Yr	This option uses the withdrawal date to determine if the student will be dropped. Select to *not* create next year records for students who withdrew before the end of the current year. **It is recommended that you select this field.** If selected, you will be able to re-enroll withdrawn students from Historical Directory. If *not* selected, and the student has a withdrawal date and meets other criteria (e.g., the student has courses scheduled for the new school year, or the campus did not also select **Drop Unsched Stu New Sch Yr**), No Show (record status 6) records are created for the withdrawn students for the new school year. **Creating No Show records for withdrawn students at any campus is *not* recommended.** **NOTES:** If a **Withdraw Cutoff Date** is entered in the **District Options** group box, you cannot also select **Drop Wd Stu New Sch Yr**; only one of the fields can be selected. If **Drop Wd Stu New Sch Yr** is selected for a campus, it supersedes the **Withdraw Cutoff Date** on the District Move Options tab, whether or not a withdraw cutoff date is entered. If **Drop Wd Stu New Sch Yr** is selected for a campus, this setting overrides the **Activate Withdrawn Sched Student** setting. In this case, withdrawn students will be dropped even if they have scheduled courses.
Drop Status = 1 New Sch Yr	This option uses the status code to determine if the student will be dropped. Select to *not* create next year records for record status 1 students (*currently enrolled at this campus*). **This option is for campuses that use a scheduling application.** Campuses that do not use a scheduling application should *not* select this option, because no student records would be created for the next school year. If selected: • Students with record status 1 are *not* created. • Students with record status 2 are created for the next school year.
Drop Unsched Stu New Sch Yr	This options looks at the student's course requests to determine if the student will be dropped. Select to *not* create next year records for students who do not have scheduling course requests at their next year campus, regardless of their record status. This applies to both active and withdrawn students. If selected, even students who withdrew after the **Withdraw Cutoff Date** in the **District Options** group box (if used) are dropped if they do not have a next year schedule.

Activate Withdrawn Sched Student	This options looks at the student's course requests to determine if the student will be dropped. Select to re-activate withdrawn students who have courses requested or assigned in Scheduling at their next year campus. The withdrawal date is deleted from the enrollment records of students who have course requests, whether or not the requests are scheduled. **NOTE:** If **Drop Wd Stu New Sch Yr** is selected for a campus, that setting overrides the **Activate Withdrawn Sched Student** setting. In this case, withdrawn students will be dropped even if they have scheduled courses.
Clear Eco Disadvan	Indicate how to clear the **Eco Disadvan** field on Registration > Maintenance > Student Enrollment > Demo1 for all students. *Do not clear* - The current value is carried over to the new school year. *Clear all except 99* - The value is carried over to the new school year for students with code 99. For all others, the value is set to 00 in the new school year. *Clear ALL* - The value is set to *00-Not Economically Disadvantaged* for all students in the new school year. *Clear only code 01* - For students with code *01-Eligible for Free Meals*, the value is set to 00 in the new school year. For all others, the value carried over. *Clear only code 02* - For students with code *02-Eligible for Reduced-price Meals*, the value is set to 00 in the new school year. For all others, the value carried over. *Clear only code 99* - For students with code *99-Other Economic Disadvantage*, the value is set to 00 in the new school year. For all others, the value carried over.
Clear Locker	Select to clear the **Locker** field on Registration > Maintenance > Student Enrollment > Demo2 in the next year records for all students.
Clear Categories	Select to clear the categories from the courses for the new school year.

❑ Click **Save**.

Checking on the completion of the ASDR process

The following steps will ensure that the ASDR process is completed and that the ASCENDER application is ready for use in the new school year.



❑ Click on **Process Status** to check the status of the ASDR execution.
The **Annual Student Data Rollover Processing** window will display the current processing status.

❑ Click out of the window when **Completed** (Status) and **ASDR Process Live** (Extract Type) displays.

❑ Confirm the completion message. Review 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.

❑ Log out of ASCENDER and clear the browser cache.

❑ Log back in to ASCENDER.
NOTE: This step ensures that the browser starts fresh when accessing the ASCENDER application for the new school year.

❑ Once logged in, access various applications to verify that the new school year is active.
Check the top right-hand corner of the application interface to confirm the school year.

Other functions and features:

Print Campus Options	Print all options selected for each campus and track in report format. **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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover