



Registration: Utilities

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Utilities

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Activate Students

Registration > Utilities > Activate Students

This utility allows campus staff to activate individual or groups of students who could not be activated from TeacherPortal, such as a student who shows up on the first day of school but was not on any attendance rosters.

You can activate a group of students in a particular grade level or course. Or you can activate an individual student if needed.

Item To Select

☒ By Student
 ☐ Other Parameters

Activate Student

Clear

Parameters For Activating

Date (required): 04/06/2022
Campus ID (required): 001 ▼
☐ Track
(Unchecked=All)
Student ID: 000115

Warning!! Any changes made from this Screen are permanent.
Please make sure you have a Backup of your database before continuing.

Update data:


☐ Under **Item To Select:**

By Student	Select if you are activating one student.
Other Parameters	Select if you are activating multiple students by course or grade level. You can activate specific students who are in a particular grade level or course.

☐ Under **Parameters for Activating:**

Date	(Required) Type the date on which students are activated. This is the date the student was first present for the ADA period within the activation window. NOTE: Once the activation window has ended and the Create No Show Records utility has been run, you will go back to normal attendance taking.
Campus ID	(Required) Select the campus at which you are activating students.
Track	Select to activate students from one track, or leave blank to activate students from all tracks. If selected, select a track from the drop-down list. A track must be selected if the campus has multiple tracks with different dates for the first day of school.

The following fields are displayed according to the selected item.

Grade Level (Unchecked=All)	This field is only displayed if you selected Other Parameters . Select if you want to activate students from a particular grade level, or leave blank if you want to activate students from all grade levels. If selected, select a grade level from the drop-down list.
Course Nbr (Unchecked=All)	This field is only displayed if you selected Other Parameters . Select if you want to activate students from a particular course-section, or leave blank if you want to activate students from all course-sections. If selected, select a course and section.
Student ID	This field is only displayed if you selected By Student . Begin typing the student's last name or ID (including leading zeros). As you begin typing the name or number, a drop-down list displays students whose name or ID <i>begins with</i> the characters you have typed. The student's grade level is displayed in parentheses, and WD is displayed if the student is withdrawn or a no show. From the drop-down list, select the student. If you do not know the student ID, click  to search for a student .

☐ Click **Activate Student**.

The Activate Students By Student pop-up window opens.

Students That Meet Criteria (left grid)	Students who meet the specified criteria are listed. Select the students to be activated. Clear the field for any students who should not be selected.
--	---

☐ 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 under **Students To Be Activated**.

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

Students To Be Activated (right grid)






The selected students are listed.

Select any students who need 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 any selected students from the list to be activated. They will be listed in the left grid again.
- ☐ Click **Save** to activate the selected students.
 - You are prompted to print the report.

Click **Yes** to print the report.

- [Review, save, and/or print the report.](#)

Review the report using the following buttons:Click  to go to the first page of the report.Click  to go back one page.Click  to go forward one page.Click  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.

- ☐ Click **Close** to close the window and return to the Activate Students page.

Other functions and features:**Clear** Clear your selections on the page.

This page is intentionally blank.

Attendance Zones Address Change

Registration > Utilities > Attendance Zones Address Change

This utility allows the district to modify the street name or street number for a particular street segment, for situations such as the following:

- A street name was entered incorrectly, or the street was renamed
- A street got longer in one or both directions
- A street dropped a range of numbers (beginning or end)
- A street was renamed and the number range was re-assigned

All students whose **Physical Address** on [Demo1](#) matches the specified segment will be updated with the new address information for all school years.

Update data:

☐ Retrieve an existing block by entering the following information.

Or, click **Directory** to [select an existing block](#).

Direction	If applicable, type the compass direction associated with a street name. Valid values are N, NE, NW, S, SE, SW, E, W, or blank.
Street Name	(Required) Type the street name, up to 60 characters. As you begin typing, the a drop-down list displays streets that begin with the characters you have typed. From the drop-down list you can select the street. Only the following characters are allowed: alpha, numeric, space, hyphen, period, #, /, and apostrophe.
From/To	(Required) Type the from/to street numbers for the range included within the particular block or segment. Use six digits with leading zeroes. Only the following characters are allowed: alpha, numeric, space, hyphen, period, and #.
O/E/B	(Required) Indicate whether the block includes only the even-numbered side of the street (E), only the odd-numbered side of the street (O), or both (B).

☐ Click **Retrieve**.

The **Address Being Changed From** section is populated with existing information.

☐ Under **Address Being Changed To**, enter the new information:

Direction	If applicable, type the compass direction associated with a street name. Valid values are N, NE, NW, S, SE, SW, E, W, or blank.
Street Name	(Required) Type the street name, up to 60 characters. Only the following characters are allowed: alpha, numeric, space, hyphen, period, #, /, and apostrophe.
From/To	(Required) Type the from/to street numbers for the range included within the particular block or segment. Use six digits with leading zeroes. Only the following characters are allowed: alpha, numeric, space, hyphen, period, and #.
O/E/B	(Required) Indicate whether the block includes only the even-numbered side of the street (E), only the odd-numbered side of the street (O), or both (B).
City	(Required) Type the city name, up to 17 characters. Only the following characters are allowed: alpha, space, hyphen, and apostrophe.
State	(Required) Type the two-character state abbreviation.
Zip Code	(Required) Type the five-digit zip code, followed by the four-digit delivery route code.
Neighborhood	Type the code indicating the neighborhood in which the block exists, up to four characters. This code is optional and district defined.
County Code	Type the three-digit county portion of the county-district number assigned by the TEA. For example, if the county-district code is 123456, type 123.
Census Tract	Type the six-digit code for the tract in which the block lies, as assigned by the US Census Bureau.
Precinct Code	Type the four-digit voting precinct code for this block.
Federal Property Code	Type the one-character code indicating the federal government ownership status of the property at this address. This code is optional and district defined.

☐ Click **Execute**.

All students whose **Physical Address** on [Demo1](#) matches the specified segment will be updated with the new address information for all school years.

Cafeteria Export








Registration > Utilities > Cafeteria Export

This utility creates an export file for third-party cafeteria systems.

[Click here](#) to view the interface.

Export data:

☐ Select the codes you want to include in the extract.


Include on Export/Report	<p>Select the campus to which you are currently logged on, or select all campuses.</p> <p>If extracting data for one campus, the file name will be CAFEXP.###.TXT, where ### is the campus ID.</p> <p>If extracting data for all campuses, the file name will be CAFEXP.ALL.TXT.</p> <p>You can change the name if necessary.</p> <p>The district report is grouped by campus ID. The campus ID and name are printed for each campus.</p>
Show Report	<p>Click to view the information that will be exported. The report is displayed at the bottom of the page. Review, save, and/or print the report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>


☐ Click **Execute** to create the export file.

- When the process is finished, a message is displayed indicating that the export file was downloaded to a local directory and the number of students processed.


- The report is displayed at the bottom of the page. [Review, save, and/or print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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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Cafeteria Import

Registration > Utilities > Cafeteria Import

This utility imports economic disadvantage codes from a comma-delimited text file from a third-party cafeteria system. The import overwrites the **Eco Disadvan** field on [Maintenance > Student Enrollment > Demo1](#).

[Click here](#) to view the interface.

Import data:


A pop-up window prompts you to locate and select the import file.

☐ Click **Choose File** to locate the file. Select the text file that has records beginning with CAFIMP.

NOTE: This utility accepts .CSV or .TXT files.

File Selected	The selected file name is displayed.
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☐ Click **Submit**.


Begin Date	Type the begin date using the MMDDYYYY format. Or, click  to select the date from a calendar.
-------------------	--

☐ Click **Import Codes**.

- You are prompted to confirm that the correct file is selected. Click **Yes**.
- When the import is complete, a message is displayed indicating the number of codes written to the database and the number of error records. Click **OK**.
- The import listing is displayed. [Review, save, and/or print the report](#).

Review the report using the following buttons:


Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.


Click  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.


Preview Errors


[Click to view the error list if errors are encountered.](#)


Errors are created if the import file contains any of the following:


- Invalid economic disadvantage codes
 - A student campus ID that does not equal the campus ID from the import file
 - A student ID that is not found on the campus ID from the import file
 - A date of birth from the import file that does not match the student's date of birth record at the campus
 - A student name in the import file that does not match the enrollment record at the campus. In this case, the data is still imported, but the name is not overwritten.
- Errors are sorted by campus

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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.

Click **Preview Report** to return to the import listing.

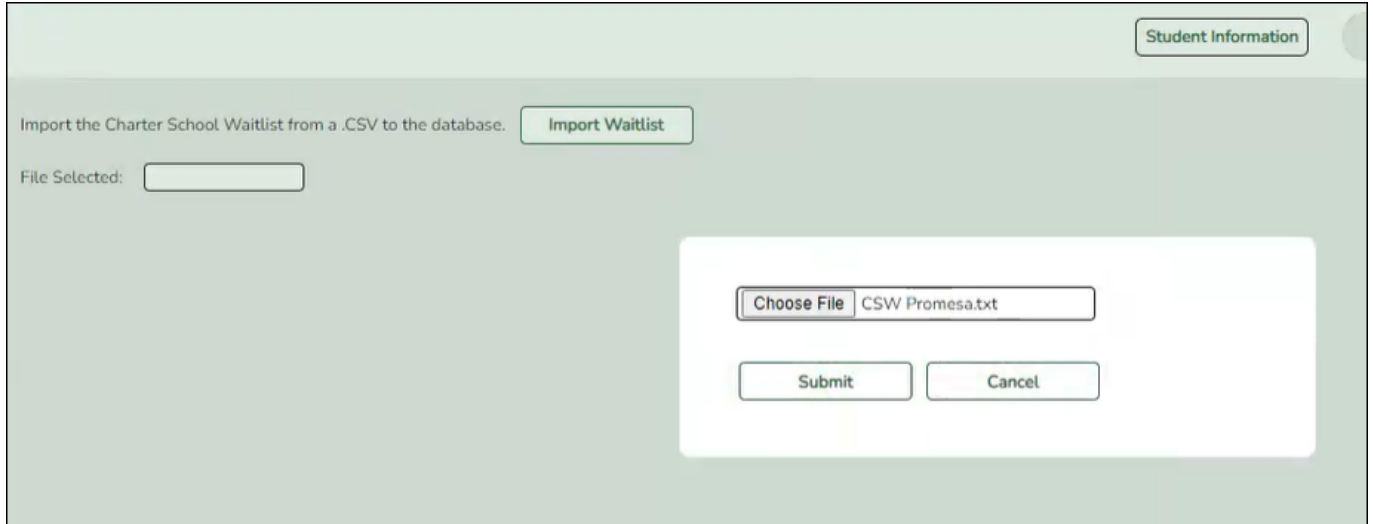
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Charter School Waitlist Import

Registration > Utilities > Charter School Waitlist Import

This utility imports the Charter School Waitlist.

[Click here](#) to view the interface.



Import Waitlist:

A pop-up window prompts you to locate and select the import file.

- ☐ Click **Choose File** to locate the file. Select the text file that has records beginning with CSW.

NOTE: This utility accepts .CSV or .TXT files.

File Selected The selected file name is displayed.

- ☐ Click **Submit**.

Create Leaver Tracking Records

Registration > Utilities > Create Leaver Tracking Records

This utility creates leaver tracking records (i.e., [Maintenance > Prior Year Leaver Tracking](#)) for the current school year for graduates, withdrawn students, and No Show students as part of the Move to Grade Reporting process. Any existing leaver tracking records for the current school year are deleted.

Leaver Errors:

Record Type	Conditions for Error	Record Written to Leaver Table	Error Written to Report	Error Type
Year-end Status	PEIMS Graduation Plan = 34, Year-end status code = Graduated, participating in FHSP, and one of the endorsements = 1 (STEM, Public Services, Business and Industry, Multi Disciplinary Studies, Arts and Humanities)	Yes	Yes	Warning
Year-end Status	State Student ID missing	No	Yes	Fatal
Year-end Status	Duplicate key (record already in table)	No	Yes	Fatal
Year-end Status	Any sort of error when attempting to insert row into sr_stu_leaver when the row is not a duplicate and the state ID is not blank	No	Yes	Fatal
Year-end Status	Year-end status code is 12 and student is not in grade level 12	Yes	Yes	Warning
Withdraw Code	PEIMS Graduation Plan = 34, Year-end status code = Graduated, participating in FHSP, and one of the endorsements = 1 (STEM, Public Services, Business and Industry, Multi Disciplinary Studies, Arts and Humanities)	Yes	Yes	Warning
Withdraw Code	State Student ID missing	No	Yes	Fatal
Withdraw Code	Duplicate key (record already in table)	No	Yes	Fatal
Withdraw Code	Any sort of error when attempting to insert row into the leaver table when the row is not a duplicate and the state ID is not blank	No	Yes	Fatal
Withdraw Code	Year-end status code is 12 and student is not in grade level 12	Yes	Yes	Warning
No-Show	District has historical records and student does not have an enrollment record for the prior year	No	No	
No-Show	Student's prior year grade level is 06 or lower (if district has historical records, grade level taken from prior year record. If district does not have historical records, prior year grade level is calculated)	No	No	








Record Type	Conditions for Error	Record Written to Leaver Table	Error Written to Report	Error Type
No-Show	Student has a withdraw code leaver record for prior school year	No	No	
No-Show	State Student ID missing	No	Yes	Fatal
No-Show	Duplicate key (record already in table)	No	Yes	Fatal
No-Show	Any sort of error when attempting to insert row into sr_stu_leaver when the row is not a duplicate and the state ID is not blank	No	Yes	Fatal

Create records:

School Start Window (SSW) Date	<p>Type the school-start window date set by the TEA for the current school year in the MMDDYYYY format.</p> <p>The date is used to determine if a No Show student who reentered the district is still considered a No Show.</p> <ul style="list-style-type: none"> • If a No Show student reentered the district within the school-start window, he is not a No Show. • If a No Show student reentered the district after the school-start window, he is a No Show.
---------------------------------------	---

☐ Click **Create Trking Records**.

When completed, a message displays the number of errors.

Print Tracking Report	<p>Click to view a list of students for whom records were not created.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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Create No Show Records

Registration > Utilities > Create No Show Records

This utility allows you to create No Show records for all students at a campus who were not activated by the **Final Date**. When a No Show record is created for a student, the student is withdrawn with a withdrawal date of the first day of school.

Only campuses that have entered a **Final Date** on the [First Day Counts Ctrl](#) tab but have not yet run the utility are listed.

Update data:

☐ Select the campuses you want to create No Show records for.

You can select the header row to select all campuses.

☐ Click **Execute**.

The following occurs:

- No Show records are created for all students who were not activated.
- No Show students are marked as withdrawn with a withdrawal date on the first day of school.
- Student record status is changed to 6 (*No Show*).
- No Show students are no longer displayed on class rosters.
- The **Rep Excl** field on [Registration > Maintenance > Student Enrollment > Demo1](#) is re-enabled for all students.
- Student is withdrawn from all special programs and local programs.

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Delete StudentPortal Account

Registration > Utilities > Delete StudentPortal Account

This utility deletes a StudentPortal account.

Student ID:

Retrieve

Directory

Student Info

Stu ID: 004011

RONALD B.WEASLEY

School Year: 2023

Grade: 10

Birthdate: 03-01-2006

StudentPortal User Name: RWEASLEY

The StudentPortal account of the selected student will be permanently deleted from the system.

Execute

Update data:

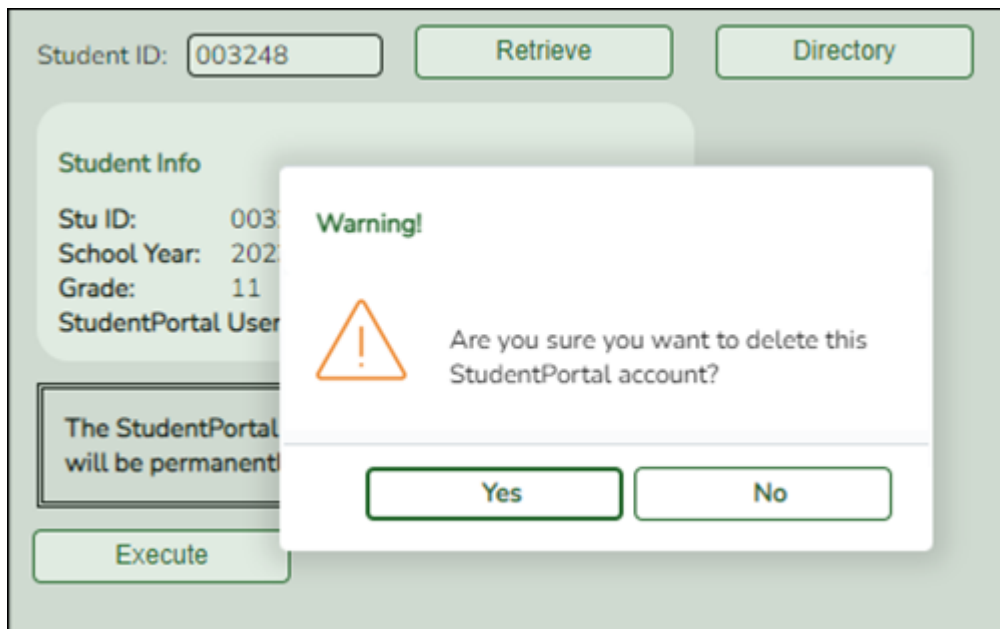
Student ID	Type the six-digit student ID number, including all leading zeros. Or, click Directory to select the student from the Directory .
-------------------	--

☐ Click **Retrieve**.

Student information is populated in the **Student Info** section.

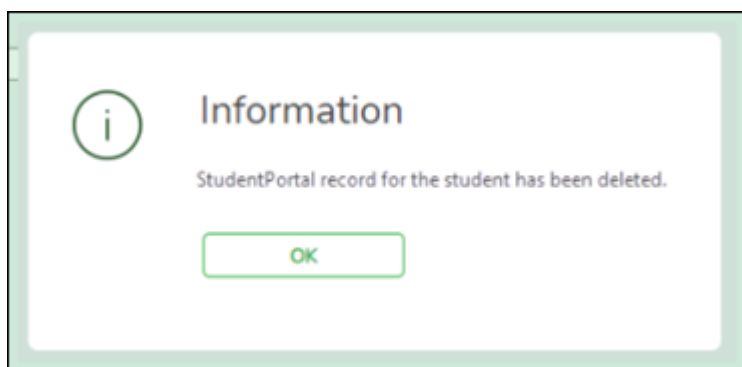
☐ Click **Execute**.

You are prompted to confirm that you want to delete the selected data.



☐ Click **Yes**. The record is deleted.

You will receive an Information message indicating record has been deleted.



NOTE: If **No** is selected, the pop-up message disappears and the previously retrieved student's information will still display on the page.

☐ Click **OK**.

Delete a Current Year Student

Registration > Utilities > Delete a Current Year Student

This utility deletes a student's current year record.

WARNING: This permanently deletes the student's school year records for the current year at the selected campus, including attendance, scheduling, grades, and graduation plan data.

- If a student is completely new to the district in the current year, and has only been enrolled at the campus being deleted, all student information will be deleted.
- If student has no enrollment records for another campus during the current school year, student information for the current school year only will be deleted.
- If a student has been at more than one campus during current school year, any information that is not specific to the campus being deleted and current school year (if student was in the district in prior school years) will remain (e.g., grade-course records).
- If the student has been enrolled in the district during prior school years, only information specific to the current school year and campus being deleted will be deleted. Any information from prior years, and information that is not school year and campus specific will remain (e.g., health immunization records, which are not school year specific).

Delete data:

Student ID	Type the ID of the student whose record you want to delete, and click Retrieve . Or, click Directory to select a student from the directory .
Student Info	The student's name and student ID are displayed, as well as demographic data.

IMPORTANT: Before you proceed, ensure that you have retrieved the correct student.

☐ Click **Execute**.

- A warning message prompts you to confirm that you want to delete the student. Click **Yes**.
- A message is displayed indicating that all current year records were deleted. Click **OK**.

The student does not exist at the campus once the records are deleted.

This page is intentionally blank.

FitnessGram Export

NOTE: In a future release, *Registration > FitnessGram Export* will be renamed *Registration > PFAI Export*.

Please be aware that this utility exports information as a PFAI Export, not as a FitnessGram Export.

Registration > Utilities > FitnessGram Export

This utility exports ASCENDER data to a .csv text file that can be imported into third-party FitnessGram software. FitnessGram is the fitness assessment tool used by all districts to assess students in grade levels K-12. One record is created for each student currently enrolled in each selected course.

- District and campus data is extracted from district and campus demographic tables.
- Student data is extracted from the student demographic, student enrollment, and parent tables.
- Course information is extracted from the district course offered current year, campus course offered current year, section offered current year, and meeting time current year tables.
- Instructor data is extracted from the employee demographic table, which is used by the Human Resources and District Administration applications, and the instructor current year table.


[Click here](#) to view the interface.

Export data:

Select Campus	Select the campus for which to create the export file.
Semester	<p>Select the semester for which to create the export file. The semesters displayed depend on the type of grade reporting used at the selected campus.</p> <p>If two-semester grade reporting is used at the campus, options 1 and 2 are displayed.</p> <p>If four-semester grade reporting is used at the campus, options 1, 2, 3, and 4 are displayed.</p>
Select Period	Select the period.
All Courses	<p>Select to export all courses. Leave blank to export specific courses.</p> <p>If selected, the Course Selection field is disabled; you cannot select specific courses.</p> <p>If blank, you can select specific courses.</p>
Include Contact Email	Select to include the parent's (i.e., contact's) email address in the extract.









☐ If you did not select **All Courses**, click **+Add** to add a course to the list.

A blank row is added to the grid.

Course Selection	Type the course number, or click  to select the course . The field is disabled if you selected All Courses .
-------------------------	--

☐ Click **Execute**.

When completed, you are prompted to save the csv file. The number of students processed is also displayed.

	Click to delete a course from the list. The row is shaded red and will be deleted when you click Delete Course .
Reset Courses	Click to clear any courses under Course Selection . The grid is cleared.
Delete Course	Click to delete any rows selected for deletion.
Preview Errors	<p>Click to view the error list if errors are encountered.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>

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ID Change

This utility changes the student's current ID to the prior year ID. The utility is used when a student enters the district and it is determined that the student has prior year records under a different student ID.

Registration > Utilities > ID Change

Update data:

You must be logged on to the current year.

Current Student ID	Type the student ID that needs to be changed. Or, click Directory to select the student from the Directory .
---------------------------	---

☐ Click **Retrieve**.

Current ID Info	The student's current year demographic data is displayed. Verify that the correct student was retrieved.
New/Hist Student ID	Type the student ID from the prior year record.

☐ Click **Check Student ID** to retrieve the student.

New/Hist ID Info	The student's prior year demographic data is displayed. Verify that you retrieved the same student from the prior year.
-------------------------	---

If the social security numbers (**SSN** fields) for the current and prior year records are different, select the social security number you want to use for the current year student. For example, select the check box under **Current ID Info** to use the social security number from the prior year record for the current year record.

☐ Click **Execute**.

The student ID is changed.

This page is intentionally blank.

Import Campus Attendance Zones

Registration > Utilities > Import Campus Attendance Zones

This utility allows the district to import campus attendance zones data from a file with .txt file format provided by the post office, government or tax entity, or any other entity that contains the street information. The import file must be comma delimited where the fields of data in each row are delimited with a comma. The file must not contain a header and the last record in the file should not be blank. Every field will need to be accounted for in each row of data. A row of data that includes only the required fields may look like the following:

ATZIMP,2022,001,,Example Street,006850,007210,E,Alamo City,TX,95095,,,925,,,

Once imported, [Registration > Maintenance > District Profile > Attendance Zones](#) is populated.

The utility will only import records to the current year Attendance Zones. Therefore the import file will need to contain the current school year in the field SCHOOL YEAR. The table name in which the records are loaded for the current year is the CR_STR_DIR.

File format

Field	Length	Description
Record ID	6	(Required) Alpha. 'ATZIMP' must appear on each record.
School Year	4	(Required) Numeric. Current school year.
Campus ID	3	(Required) Numeric. Must be valid campus ID.
Street Direction	2	Alpha. Valid values are N, NE, NW, S, SE, SW, E, W, or blank.
Street Name	60	(Required) Alphanumeric.
From Block	6	(Required) Numeric. Six digits with leading zeroes.
To Block	6	(Required) Numeric. Six digits with leading zeroes.
Odd/Even Block Code	1	(Required) Alpha. Valid values are O, E, or B.
City	25	(Required) Alpha. Only first 17 characters are accepted.
State	2	(Required) Alpha. State abbreviation.
Zip Code	5	(Required) Numeric.
Zip Code +4	4	Numeric.
Census Tract	6	Numeric. Assigned by US Census Bureau.
County	3	(Required) Numeric. County-district number assigned by the TEA.
Federal Property Code	1	Alphanumeric. Assigned by district to indicate the federal government ownership status of the property at this address.
Neighborhood Code	4	Alphanumeric. Defined by district.
Precinct Code	4	Alphanumeric. Voting precinct.
Transportation Eligible Code	1	Alpha. Valid values are - (blank), E - two-mile eligible, H - hazardous eligible, or I - ineligible to ride the bus. Please note that a valid value must be provided for this field, even if it is a space.

NOTE: If multiple campuses correspond to the same street address, you must submit a record for each campus. Once an address is imported with a campus number, you must use the

maintenance page to add any additional campuses for the address.

Import data:

- ☐ Click **Browse**, then locate and select the .csv or .txt file.


The **Import** button is enabled.


- ☐ Click **Import**.

A message indicates that the process is completed. Click **OK**.


[Review, save, and/or print the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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.

Import Immunization From TReX

Registration > Utilities > Import Immunization From TReX

This utility imports immunization records from a Texas Records Exchange (TReX) file for students who transfer from another Texas LEA or charter school. A student must be enrolled at the new district in the ASCENDER Registration application prior to running the import.

- The TReX file lists immunization doses in numeric values, which are stored in ASCENDER as the series number. Valid values for the series number are 1, 2, 3, and B (booster). When importing an immunization record, all doses greater than 3 are converted to B.
- You can view a list of valid ASCENDER immunization types on [Health > Maintenance > Tables > Immunization Type](#). Codes 1-35 are system codes which can be imported. Codes 70-99 are district-defined immunization types and cannot be imported using this utility.
- The student's SSN, gender, and date of birth on the TReX file must match the student's data in ASCENDER for the record to be imported successfully.
- The report displays immunization records that were successfully imported, duplicated, and those that could not be processed.

Import data:

☐ Click **Browse**, then click **Choose File**. Locate and select the xml file.


☐ Click **Submit**.


File Name	The selected file name is displayed.
------------------	--------------------------------------

☐ Click **Import**.


- A message indicates that the process is completed. Click **OK**.
- The immunization record listing is displayed. [Review, save, and/or print the report](#).

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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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Locker Number Assignment

Registration > Utilities > Locker Number Assignment

This utility assigns numeric locker numbers to students according to your selections. The utility should be performed at the start of school after Move to Grade Reporting. Locker information includes locker numbers and combination numbers. This data is displayed on [Maintenance > Student Enrollment > Demo2](#).

NOTE: Locker data can be cleared during Move to Grade Reporting, by running this utility, or by running the [Reset Values utility](#).

Update data:

☐ Specify criteria:

Student Locker Nbr	Select one:	
	Blank	Select to assign numbers only to students with blank locker numbers.
	All	Select to assign numbers to all students.
Grade Level	Select the grade levels for which to assign locker numbers.	
Team Code	(Optional) Type a one-character team code if you want to assign locker numbers by team. If you enter a team code, only students who have this code entered in their CY Team Code field on Maintenance > Student Enrollment > Demo1 are retrieved.	
Include Wd Students	Select to include withdrawn students when assigning lockers.	

☐ Click «**Retrieve**».

Under **Students Available for Locker Assignments** (left grid):

The students who meet the specified criteria are listed.



- If there are multiple pages, [page through the list](#).

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- [You can re-sort the grid by clicking an underlined column heading.](#)

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.

Locker Nbr	If the student has an assigned locker, the locker number is displayed. Lockers are zero-filled to six digits. NOTE: If you select a student who has a Locker Nbr in the left grid, the student will be assigned a different locker number when you move the student to the right grid.
Total Students	The total number of students listed in the left grid is displayed at the bottom of the grid.

☐ Select the students to whom you want to assign lockers:

Select	Select the check box for one or more students. Clear the checkbox to unselect a student. <ul style="list-style-type: none"> • 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. • To select/unselect all students in the left grid, select the check box in the heading row.
Unselect All	Click the button to unselect all selected students in the left grid. If there are multiple pages of students, the students are selected across all pages.
Clear Locker Nbr	Clear the Locker Nbr column for all students selected in the left grid.
Print	Print the list of all students in the left grid.

☐ Click » **Set Locker Nbr** ».

The selected students are moved to the right grid and are assigned locker numbers.

IMPORTANT: Lockers are assigned, but the assignments are not saved until you click **Save**.

Under **Students with Assigned Locker** (right grid):


The students with assigned lockers are listed.

- If there are multiple pages, [page through the list](#).

.

- [You can re-sort the grid by clicking an underlined column heading.](#)

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.

Locker Type	Select one:	
	Odd	Select to assign only odd number lockers.
	Even	Select to assign only even number lockers.
	All	Select to assign all locker numbers.
Locker Range	<p>Type the range of locker numbers to be assigned in the From and To fields.</p> <p>Leave From blank to assign numbers beginning with the next available number.</p> <p>Leave To blank to assign lockers to all students.</p> <p>If the entered From number is already assigned, the next available number in the range is assigned.</p> <p>When a range is specified, the Locker Type is considered (e.g., only even numbers lockers are assigned if Locker Type is <i>Even</i>).</p>	

Locker Nbr	The student's assigned locker number is displayed. Lockers are zero-filled to six digits.
Total Students	The total number of students listed in the right grid is displayed at the bottom of the grid.
Print	Print the list of students in the right grid.

☐ Remove any students from the list if needed:

Select	<p>Select the check box for one or more students. Clear the checkbox to unselect a student.</p> <ul style="list-style-type: none"> • 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. • To select/unselect all students in the left grid, select the check box in the heading row.
Unselect All	Click the button to unselect all selected students in the right grid. If there are multiple pages of students, the students are selected across all pages.


☐ Click «**Unselect** move any selected students from the right grid to the left grid.


No updates occur.

☐ Click **Save** to save the assigned locker numbers.


- A message displays the number of students whose locker numbers will be assigned. You are prompted to confirm that you want to save the change. Click **Yes**.
- You are prompted to print a report of the students whose locker numbers were assigned. Click **Yes** to print the report. [Review, save, and/or print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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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PFAI Export

Registration > Utilities > PFAI Export

This utility exports ASCENDER data to a .csv text file that can be imported into third-party PFAI software. Physical Fitness Assessment Initiative (PFAI) is the fitness assessment tool used by all districts to assess students in grade levels 3-12. One record is created for each student currently enrolled in each selected course.

- District and campus data is extracted from district and campus demographic tables.
- Student data is extracted from the student demographic, student enrollment, and parent tables.
- Course information is extracted from the district course offered current year, campus course offered current year, section offered current year, and meeting time current year tables.
- Instructor data is extracted from the employee demographic table, which is used by the Human Resources and District Administration applications, and the instructor current year table.

NOTE: The extract file being created will include the **Student ID**, **Student Last Name**, and **Student First Name** for each record in order to identify the data belonging to the student. When the extract file is ready to be uploaded using the PFAI Application via TEAL, the three columns will need to be removed from the file in order to meet the data format requirements for the upload.


[Click here](#) to view the interface.

Export data:

Select Campus	Select the campus for which to create the export file.
Semester	<p>Select the semester for which to create the export file. The semesters displayed depend on the type of grade reporting used at the selected campus.</p> <p>If two-semester grade reporting is used at the campus, options 1 and 2 are displayed.</p> <p>If four-semester grade reporting is used at the campus, options 1, 2, 3, and 4 are displayed.</p>
Select Period	Select the period.
All Courses	<p>Select to export all courses. Leave blank to export specific courses.</p> <p>If selected, the Course Selection field is disabled; you cannot select specific courses.</p> <p>If blank, you can select specific courses.</p>
Include Contact Email	Select to include the parent's (i.e., contact's) email address in the extract.

☐ If you did not select **All Courses**, click **+Add** to add a course to the list.









A blank row is added to the grid.

Course Selection	Type the course number, or click  to select the course . The field is disabled if you selected All Courses .
-------------------------	--

☐ Click **Execute**.

When completed, you are prompted to save the csv file. The number of students processed is also displayed.

Other functions and features:

	Click to delete a course from the list. The row is shaded red and will be deleted when you click Delete Course .
Reset Courses	Click to clear any courses under Course Selection . The grid is cleared.
Delete Course	Click to delete any rows selected for deletion.
Preview Errors	<p>Click to view the error list if errors are encountered.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>

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:

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

☐ You must select at least one of the following:

Active Students	Select to reset data for all active students.
Inactive Students	Select to reset data for all inactive students.

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

As of	Type the as-of date to validate the student enrollment date. A student's enrollment date must be after this date.
--------------	---

ADA Eligibility	Select the eligibility status to reset PK funding data for students with a particular eligibility status.
------------------------	---

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

☐ Under **Values to Reset:**

From	Specific	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.
	All	If selected, all values for the selected item (including blanks) are reset.
	Blank	If selected, only blank values for the selected item are reset.
To	Specific	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.
	Blank	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.

Keep Entry Date	This field is only displayed if you are adding a program for students enrolled in a particular program (i.e., Specific to Specific). 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.
Entry Date	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.

Local Program Code	<p>Select a generic program for a group of students who are in a particular generic programs.</p> <p>NOTE: 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.</p> <p>If selected:</p> <table border="1" data-bbox="323 409 1463 584"> <tr> <td data-bbox="323 409 432 584">Code 2</td><td data-bbox="440 409 1463 584"> <p>Enter a two-digit track for changing to or adding ADSY programs.</p> <p>This code is required for changing to or adding ADSY programs and must match a track on <i>Attendance > Maintenance > Addtnl Days Program > ADSY Options</i>.</p> </td></tr> </table>	Code 2	<p>Enter a two-digit track for changing to or adding ADSY programs.</p> <p>This code is required for changing to or adding ADSY programs and must match a track on <i>Attendance > Maintenance > Addtnl Days Program > ADSY Options</i>.</p>
Code 2	<p>Enter a two-digit track for changing to or adding ADSY programs.</p> <p>This code is required for changing to or adding ADSY programs and must match a track on <i>Attendance > Maintenance > Addtnl Days Program > ADSY Options</i>.</p>		

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.

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.

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.

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:

Clear Clear your selections on the page.

This page is intentionally blank.

Reverse Scheduling Transfer

Use the Table of Contents to access a page.

Receiving Campus (Reverse Scheduling Transfer)

Registration > Utilities > Reverse Scheduling Transfer > Receiving Campus

Use this utility if you are logged on as the receiving campus.

This utility reverses a scheduling transfer.

At the sending campus, all records with record status code 3 (*currently enrolled at this campus, will attend new campus next year*) are reset to record status code 1 (*currently enrolled at this campus*).

At the receiving campus, all records with record status code 4 (*enrolled at another campus, will attend this campus next year*) or 5 (*not in district, will attend this campus next year*) are deleted.

A reverse scheduling transfer can be performed by either the sending campus or the receiving campus. If you are logged on as the sending campus, use the [Reverse Scheduling Transfer > Sending Campus](#) utility.

Update data:

yyyy-yyyy Students Currently marked as Schedule Transfer	All students with record status code 4 or 5 are listed.	
	NOTE: Record status 5 will delete the student from the district.	
	If there are multiple pages, page through the list .	
	Select the students for whom to reverse a scheduling transfer:	
	Select	Select the check box for one or more students. Clear the checkbox to unselect a student. <ul style="list-style-type: none">• 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.
	Select All	Click the button to select all listed students. If there are multiple pages of students, the students are selected across all pages.
	Clear All	Click the button to unselect all selected students. If there are multiple pages of students, the students are selected across all pages.

☐ Click **Start**.

A pop-up message is displayed when the process is complete. Click **OK**.

yyyy-yyyy Students Reversed this Session	The reversed students are listed.
---	-----------------------------------

Sending Campus (Reverse Scheduling Transfer)

Registration > Utilities > Reverse Scheduling Transfer > Sending Campus

Use this utility if you are logged on as the sending campus.

This utility reverses a scheduling transfer.

At the sending campus, all records with record status code 3 (*currently enrolled at this campus, will attend new campus next year*) are reset to record status code 1 (*currently enrolled at this campus*).

At the receiving campus, all records with record status code 4 (*enrolled at another campus, will attend this campus next year*) are deleted.

A reverse scheduling transfer can be performed by either the sending campus or the receiving campus. If you are logged on as the receiving campus, use the [Reverse Scheduling Transfer > Receiving Campus utility](#).

Update data:

yyyy-yyyy Students Currently marked as Schedule Transfer	All students with record status code 3 are listed.	
	<ul style="list-style-type: none"> If there are multiple pages, page through the list. 	
	Select the students for whom to reverse a scheduling transfer:	
	Select	Select the check box for one or more students. Clear the checkbox to unselect a student. <ul style="list-style-type: none"> 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.
	Select All	Click the button to select all listed students. If there are multiple pages of students, the students are selected across all pages.
	Clear All	Click the button to unselect all selected students. If there are multiple pages of students, the students are selected across all pages.

☐ Click **Start**.

A pop-up message is displayed when the process is complete. Click **OK**.

yyyy-yyyy Students Reversed this Session	The reversed students are listed.
--	-----------------------------------

Scheduling Transfer By File

Registration > Utilities > Transfer > Scheduling Transfer by File

This utility transfers a group of students, by grade level, from one campus to another by creating a file that can be imported using the [Scheduling Transfer From File utility](#).

The sending campus must perform the transfer.

The records of transfer students at the sending campus are set to record status 3 (*currently enrolled at this campus, will attend new campus next year*). The records of transfer students at the receiving campus are set to record status 4 (*enrolled at another campus, will attend this campus next year*). Any student scheduling requests are deleted from the sending campus.

Update data:


Sending Campus	The ID of the campus to which you are logged on is displayed. Students will be transferred from this campus.
Receiving Campus	Select the campus to which the students are being transferred.
Choose Grades	Select the grade level(s) to be transferred. Students in 12th grade cannot be transferred, so grade 12 is not displayed.
Match Next Year Campus	If next year campus IDs have been assigned for students in the highest grade level at the campus, select this field if there are multiple next year campuses to which students will be transferred. The program compares the Receiving Campus to each student's next year campus, and only transfers the students whose next year campus matches the receiving campus. You must repeat this utility for each receiving campus. WARNING: If not selected, all students are transferred to the selected receiving campus, regardless of their assigned next year campus.
Transfer Withdrawn Students	Select to include withdrawn students when assigning lockers.
Transfer Residential Facility Information	If selected, all existing Residential Facility information from the most current enrollment record at the sending campus from Registration > Maintenance > Student Enrollment > W/R Enroll is transferred to the receiving campus when the record status 4 is created, if the Residential Facility is valid at the receiving (record status 4) campus.


☐ Click **Start**.

☐ If you did *not* select **Match Next Year Campus**, you are asked again if you want to match the next year campus flag. Click **Yes** or **No** to continue.


- When the process is complete, a report of the transferred students is displayed with a message indicating the number of records processed. [Review, save, and/or print the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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.


**Preview
Errors**


[Click to view the error list if errors are encountered.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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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Scheduling Transfer From File

Registration > Utilities > Transfer > Scheduling Transfer from File

If a group of students are being transferred to a campus, this utility allows you to download the data from a file created by the sending campus using the [Scheduling Transfer By File utility](#).

The receiving campus downloads the data.

Update data:

Receiving Campus	The campus to which you are logged on is displayed. Students will be transferred to this campus.
Match Next Year Campus	<p>If next year campus IDs have been assigned for students in the highest grade level at the campus, select this field if there are multiple next year campuses to which students will be transferred.</p> <p>The program compares the Receiving Campus to each student's next year campus, and only transfers the students whose next year campus matches the receiving campus. You must repeat this utility for each receiving campus.</p> <p>WARNING: If not selected, all students are transferred to the selected receiving campus, regardless of their assigned next year campus.</p>
Transfer Withdrawn Students	Select to include withdrawn students when assigning lockers.
Transfer Residential Facility Information	If selected, all existing Residential Facility information from the most current enrollment record at the sending campus from Registration > Maintenance > Student Enrollment > W/R Enroll is transferred to the receiving campus when the record status 4 is created, if the Residential Facility is valid at the receiving (record status 4) campus.

☐ Click **Start**.


A pop-up window prompts you to locate and open the file containing the records being transferred. Select the file created when the [Scheduling Transfer by File utility](#) was run.


☐ Click **Submit**.


**Preview
Errors**


[Click to view the error list if errors are encountered.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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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Set Excessive Unexcused Absence Indicator

Registration > Utilities > Set Excessive Unexcused Absence Indicator

This utility allows the district to set the Excessive Unexcused Absence Indicator and the Campus and Date at which the 10th unexcused absence occurred for students that have 10 or more unexcused days within a six-month period of a school year. All unexcused absences will be included in this calculation.

Example: Student 123456 has the following absences, the indicator would be set:

Unexcused 8th period - December 1, 2020
Unexcused 7th period - December 2, 2020
Unexcused 2nd period - December 3, 2020
Unexcused 2nd period - December 4, 2020
Unexcused 1st and 2nd period - February 4, 2021
Unexcused 1st period - February 10, 2021
Unexcused 2nd period - March 8, 2021
Unexcused 5th period - March 10, 2021
Unexcused 5th period - March 11, 2021
Unexcused 5th period - March 12, 2021

Example: Student 654321 has the following absences, the indicator would not be set:

Unexcused 1st, 2nd, 5th, 8th period - December 1, 2020
Unexcused 2nd, 5th, 7th period - February 10, 2021
Unexcused 1st, 2nd, 3rd period - March 11, 2021

Notes:

- This utility will reset the Excessive Unexcused Absence Indicator.
- TEC 25.0915 (a-4) stipulates that unexcused absences should be counted for days or partial days. A partial day is defined in accordance with LEA local policy.
- Reporting Requirement: Only report the student the **first** time the student reaches the threshold of 10 or more unexcused absences for a day or parts of days.



Excessive Unexcused Absence Indicator will be set if a student has 10 or more days of unexcused absences within a 6 month period.

Selection

Select Campus: 001 ▼

Execute

Update data:

Select Campus	Select the campus for which to set the Excessive Unexcused Absences indicator.
----------------------	--

☐ Click **Execute**.

Set Next Year Campus

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.	
	<ul style="list-style-type: none">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. <ul style="list-style-type: none">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  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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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Set Parent Portal IDs


Registration > Utilities > Set Parent Portal IDs



This utility sets Student Portal IDs for ASCENDER ParentPortal. You can assign portal IDs to one student, all students, or only students who do not have a portal ID, and you can view previously assigned portal IDs.



WARNING: Changes made with this utility cannot be reversed.

- A Student Portal ID is automatically assigned to the student when you save an enrollment record for a student who submitted an enrollment request using the ASCENDER ParentPortal New Student Enrollment.
- The **Guardian Verified** field is cleared on [Maintenance > Student Enrollment > Contact](#) when this utility is run.

Update data:

Select	Campus	The campus to which you logged on is displayed. You can select another campus.
	Grade Level	Select if you want to run the utility for one grade level, or leave blank to run the utility for all grade levels. If selected, another Grade Level field is displayed allowing you to select a grade level.
Set Portal IDs for	Select one:	
	All Students	Select to create portal IDs for students who have not been assigned a portal ID, and replace IDs for students who already have an assigned portal ID.
	Unassigned Students	Select to create portal IDs for students who have not been assigned a portal ID.
	Single Student	Select to create a portal ID for a specific student. If selected, a student selection field is displayed. Type the student ID, or click  to select the student .

View IDs	<p>This button is only enabled if you selected All Students or Single Student.</p> <p><input type="checkbox"/> Click to view any previously assigned portal IDs.</p> <p>A pop-up window opens. Students who meet the specified criteria are listed. The data is display only.</p> <ul style="list-style-type: none"> • The list can be re-sorted. <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • If there are multiple pages, page through the list. <p><input type="checkbox"/> Click Return to close the window.</p>
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Set IDs	<p><input type="checkbox"/> Click to set or re-set portal IDs.</p> <p>A pop-up window opens. Students who meet the specified criteria are listed.</p> <ul style="list-style-type: none"> • The list can be re-sorted. <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • If there are multiple pages, page through the list. <p><input type="checkbox"/> Select the students for whom you want to set portal IDs:</p> <ul style="list-style-type: none"> • 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. <p><input type="checkbox"/> Click Set.</p> <p>The selected students are assigned portal IDs, and the Set button is disabled.</p> <p><input type="checkbox"/> Click Return to close the directory.</p>
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Set Staff ID to Employee Number








Registration > Utilities > Set Staff ID to Employee Number

This utility replaces staff social security numbers with the employee numbers in Human Resources for all current year and next year staff records where a matching social security number is found. If a match is not found, the employee will be listed on the exception report. If run at the district level, staff IDs are changed at all campuses.

WARNING: The results of this utility cannot be undone except to manually change each individual staff ID.

The utility can be run multiple times as needed.

Update data:

Print Exceptions	<p>View a list of employees whose staff ID will not be changed because the utility could not find matching social security numbers.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
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☐ Fix any exceptions.

☐ Click **Execute**.

The staff IDs are changed to employee numbers.

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Set Student At Risk Indicators

Registration > Utilities > Set Student At Risk Indicators

This utility sets a student's At-Risk indicator if any of the **PEIMS at-risk criteria** fields are selected for the student on [Maintenance > Student Enrollment > At Risk](#), or clears it if none are selected. The utility sets or resets only 10 of the 15 fields, as indicated below.

Only students with the **Record Status** field set to 1 (*currently enrolled this campus*), 2 (*currently enrolled this campus and will return next year*) or 3 (*currently enrolled this campus, will attend new camp next year*) on [Maintenance > Student Enrollment > Demo1](#) who are under 26 years old are considered.

The following **PEIMS At-Risk criteria** fields are set by the utility:

1. Not promoted for one or more school years

The field is set if the student was in the same grade level for more than one school year. The utility also sets the **Last Grade Failed** and **Last Year Failed** fields on [Maintenance > Student Enrollment > At Risk](#) in this case. The field is always updated with the last (i.e., most recent) grade level failed.

Grade levels PK and KG are not considered. KG must be entered manually.

2. Did not maintain avg of 70 in 2 or more subject (07-12)

- The field is set if two courses with service IDs ENGL, MATH, SCIE, or SOCI have failing semester grades for two-semester courses, a failing semester grade for a one-semester course, or failing average cycle grades for courses in the current semester that have not yet been completed.
- Grades for fundamental curriculum courses (service IDs ENGL, MATH, SCIE and SOCI) must be numeric for grade levels 7-12. Fundamental curriculum courses having non-numeric grades with values other than I, F, N/G and P are ignored by At Risk processing. Ignored courses are listed on the error report.
- The same service ID is not counted more than once.
- Course grades of I (incomplete) are ignored.
- Course grades of P (passing) and F (failing) are supported. P is considered passing. F is considered failing.
- Course grades N/G are supported and considered failing. NG is supported for Prior Year Transferred Courses (in addition to P and F).

3. Unsatisfactory performance on assessment instrument

- The field is set if the student has failed any subject for the STAAR 3-8 or STAAR EOC, and he has not subsequently passed the same subject test with at least 110% of the lowest passing score for that subject.

- Raw score conversion tables are used to determine the basis for the 110% score. If raw score data is not available, the scale score is used.

Current test score data is available at the TEA website:

[STAAR Raw Score Conversion Tables](#)

[STAAR Alternate 2 Raw Score Conversion Tables](#)

5. Pregnant/parent

The field will be set if any of these scenarios exist:

- **Student Parent** is selected on [Maintenance > Student Enrollment > Demo3](#).
- **Sgl Parent/Sgl Preg Woman** is set to *2:Single Parent* or *7:Single Pregnant Woman* on [Maintenance > Student Enrollment > Demo3](#).
- The student is currently enrolled in PRS on [Maintenance > Student Enrollment > PRS](#) and has the **PRS** or **CEHI** fields set (Student Attendance Handbook Accounting Handbook, Section 9 Pregnancy-Related Services [PRS]).

6. Placed in a DAEP (TEC37.006)

The field is set if the **PEIMS Offense Code** is 02, 04-09, 26-28, 35, or 55 and the **Action Code** is 07-08, 10, 14, 54-55, or 57 in Discipline during the prior or current school year.

7. Expelled (TEC37.007)

The field is set if the **PEIMS Offense Code** is 08, 11-14, 16-19, 29-32, 36-37, or 46-48, or 57 and the **Action Code** is 01-04, 09, 11-12, 15, 50-53, 56, or 58-61 in Discipline during the prior or current school year.

10. Emergent Bilingual (EB)

The field is set if the student's **EB Cd** on [Maintenance > Student Enrollment > Bil/ESL](#) is set to *1:EB*.

11. Is in the custody of care of the DFPS or has been referred to DFPS

The field is set if **Foster Care** is *1:Student is currently in the conservatorship of DFPS* on [Maintenance > Student Enrollment > Demo1](#).

12. Homeless

The field is set if the student's **Homeless Status Cd** on [Maintenance > Student Enrollment > Demo3](#) is set to any value other than 0.

15. Enrolled in a designated dropout recovery school under TEC §39.0548

Student is enrolled in a designated dropout recovery school.

The following **PEIMS At-Risk criteria** fields must be set manually:

- 4. Unsatisfactory performance on readiness test (PK-03)
- 8. On parole, probation, deferred prosecution, or other conditional release
- 9. Previous PEIMS dropout
- 13. Residential Placement
- 14. Incarcerated or parent/guardian has been incarcerated during the student's lifetime, per Penal Code Section 1.07















The **At-Risk indicator** is not cleared when fields **4, 8, 9, 13, or 14** is selected.

- This utility cannot be used in prior school years.
- You must have security rights assigned in the Security Administration application to run this utility.
- At-Risk information is from PEIMS Data Element E0919.
- Indicator **4** is not cleared unless the student has an assessment in the current or prior school year. This prevents manually entered data from being cleared for students who re-enrolled in the district.

Update data:

Current Raw Score Conversion Table	The administration date of the latest assessment that can be applied to the PEIMS At Risk test computation for satisfactory performance is displayed.
Select Campus	Select the campus for which to set at-risk indicators.
As-of Date (MMDDYYYY)	The PEIMS as-of date is displayed by default. Type a different as-of date if necessary.

☐ Click **Execute**.

<p>Preview Report</p>	<p>Click to view the list of students whose At-Risk criteria and indicator was set.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>
<p>Preview Exceptions</p>	<p>If invalid grades are encountered, view error report.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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. Course grades listed on the error report for indicator 2 may need to manually be updated.</p>

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Set Student CTE Indicators

Registration > Utilities > Set Student CTE Indicators

This utility assigns CTE code 1 (i.e., *enrolled*) to all students in grade levels 6-12 who are taking at least one CTE course (i.e., the C022 service ID type is VOED). This utility can be run for fall or summer PEIMS.

NOTE: Students with CTE code 2 (i.e., participant in a coherent sequence of courses) are *not* reset to 1. This utility does not change codes for these students.

Users must run the Set Student CTE Indicators utility before generating the following reports, extracts or logic that rely on this utility to produce correct CTE Counts:

- SAT0900
- SAT0600
- SAT0900C
- SAT920
- SAT950
- SAT2100
- SGR2500
- PEIMS Attendance Extract

Update data:

Campus Select the campus for which to set student CTE indicators.

☐ Select one:

Set CTE Indicators for Fall PEIMS	Select to set CTE Indicators for fall PEIMS.	
	As-of Date (MMDDYYYY)	The PEIMS as-of date is displayed by default. Type a different as-of date if necessary. The CTE code will be set to <i>1</i> for all students enrolled in a CTE course on this date.

Set CTE Indicators for Summer PEIMS

Select to set CTE Indicators for summer PEIMS.

The as-of date is the date you run the utility. The CTE code is set to 1 for students who completed a CTE course (or are expected to) during the school year.

For one-semester courses, the student must have a semester average or currently be enrolled in the course.

For two-semester courses, the student must have an average for the first and second semester, or currently be enrolled in the course and have a first semester average (okay to have a blank second semester average).


For four-semester courses, the student must have an average for the first, second, third, and fourth-semester, or currently be enrolled in the course and have a first, second, and third-semester average (okay to have a blank fourth semester average).


☐ Click **Execute**.


Preview Errors


[Click to view the list of students with updated codes.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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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Special Ed/Student Export

Registration > Utilities > Special Ed/Student Export

This utility exports ASCENDER data to comma-delimited text files that can be imported into third-party special education software.

[Click here](#) to view the interface.

Export data:

Select Export Type	Select one:	
	Special Ed Export	Select to extract students who have special education records in the current year even if they are withdrawn from special education or from the campus.
	Student Export	Select to extract all students in the current year even if they are withdrawn. No Show students are not extracted.

☐ Click **Run**.

- When completed, a pop-up message displays the number of records processed and written to the export file. Click **OK**.
- The export file name is displayed.
 - The default filename for the special ed export file is ASCENDERSpecEd_CCCDDD.txt where CCCDDD is the county-district number).
 - The default filename for the Student Export is TXEISStudent.txt.

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Texas Unique Student ID Processing

Use the Table of Contents to access a page.

"How To" Guide:

[ASCENDER Registration - Process Texas Unique Student IDs](#)

Unique ID (UID) Export

Registration > Utilities > Texas Unique Student ID Processing > UID Export

This utility allows you to accomplish two tasks:

- Create a weekly export for the TEA of student enrollment and withdrawal events in the district. This functionality replaces the PET Export.
- Create an export file of all students at the campus (or all campuses) who do not have an assigned Texas Unique Student ID. The created file can be uploaded to the TEA via [TEAL](#). The TEA will then provide an import file that contains the Texas Unique Student IDs for the students in the file, and you can use the [UID Import](#) tab to import that data.

You can also generate a report of students who are missing a UID.

- Create an export file of all students at the campus (or all campuses) who are missing a value for Texas Unique ID.

NOTE: Students enrolled at a campus that has been excluded from district reporting on [Maintenance > Campus Profile > Campus Information Maintenance > Control Info](#) are excluded from the district-level export.

[ASCENDER Registration - Process Texas Unique Student IDs](#)

Export data:

Ending School Year	The ending year of the school year is displayed.
---------------------------	--

Missing UID Report	Click the button to view a report of students who do not yet have a UID assigned. The report opens on the same page, below the fields. Click Close Report to hide the report.
Missing CSW UID Report	Click the button to view a report of report of Charter School Waitlist students missing a Texas Unique ID . The report opens on the same page, below the fields. Click Close CSW Report to hide the report. NOTE: This field only displays if the District Type field is set to <i>Charter</i> on Registration > Maintenance > District Profile > District Information > Demographic Information.

Do not create the weekly UID Enrollment file until the Missing UID Report is blank.

☐ Under **Select Export Type**, indicate the task:

UID Enrollment	This utility creates the comma-delimited CSV file that must be uploaded to the TEA. Records are created for active and withdrawn students who have a UID assigned. The export file includes only 'unprocessed students' (i.e., students whose <i>UID Enrollment Event Flag</i> is blank) (i.e, students whose enrollment event information has <i>not</i> been submitted to TEA). NOTE: Withdrawal Reason Code 33 (i.e., status change) is not considered an enrollment event unless the student's campus or grade level has changed.
UID Assignment	Select to create an export file of all students at the campus who do not have an assigned Texas Unique Student ID.
Charter School Waitlist	Select to create an export file of Charter School Waitlist students who are missing a value for Texas Unique id. NOTE: In the Student Information section on Registration > Maintenance > Charter School Waitlist > Demographics, the fields for First and Last name, Sex, DOB, State Student ID and Grd Lvl Applying for are required for the file to export. This field only displays if the District Type field is set to <i>Charter</i> on Registration > Maintenance > District Profile > District Information > Demographic Information.
Campus	Type the three-digit campus ID, or leave blank to export data for all campuses. NOTE: Students enrolled at a campus that has been excluded from district reporting on Maintenance > Campus Profile > Campus Information Maintenance > Control Info are excluded from the district-level export.

☐ Click **Execute**.

The file is created, and a message is displayed indicating the number of students processed. Click **OK**.

The file is downloaded according to your browser settings. Locate and save the file in a known location.

☐ Submit the file to the TEA.

About Resetting UID Enrollment Event Flag:

Once students have been submitted through the UID Enrollment process, ASCENDER flags the student as "submitted" and these students will not be created again the UID enrollment file.

If necessary, you can use [Registration > Utilities > Reset Values](#) to reset the *UID Enrollment Event Flag* value to blank for students who were already submitted for a particular date range. This allows you to resubmit enrollment events for a specified date range with new enrollment events and any updated enrollment records.

The Reset Values utility retrieves all students whose entry date or withdrawal date is within a 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). The utility resets the flag for the

selected students from P-Processed to blank. The utility includes all campuses, grade levels, tracks, and students in the district.

[Registration > Utilities > Reset Values](#)

☐ Make the following selections

Parameters For Reset	Select Active Students and Inactive Students . Leave the other fields blank.
Item to Reset	Select <i>UID Enrollment Event Flag</i> .
Values to Reset	Indicate the date range for which the enrollment event flag should be cleared.

☐ Click **Reset Values**.

Students whose entry or withdrawal date is within a specified date range and have been processed are listed.

☐ In the left grid, select the students whose enrollment event flag should be reset to blank.

☐ Click --> to move the students to the right grid.

☐ Click **Save**. Enrollment event flags are cleared for these students.

Once all student flags are blank, you can re-export enrollment event data and submit it to the TEA.

Unique ID (UID) Import

Registration > Utilities > Texas Unique Student ID Processing > UID Import

This utility imports a list of students and their assigned Texas Unique Student IDs from a file sent by the TEA.

Import data:

☐ Click **Browse**, then click **Choose File**. Locate and select the file.








To import the list for Charter School Waitlist students, select the **Charter School Waitlist Students** field.

☐ Click **Submit**.

File Name	The selected file name is displayed.
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☐ Click **Execute**.

A message is displayed indicating that the import was successful. Click **OK**.

Print	<p>Click to view the import report. If errors are encountered, they are listed. Otherwise the columns are blank.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>
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☐ After importing the file, return to the [UID Export tab](#) and run the Missing UID report to ensure that it is blank.

Title I Code Conversion

Registration > Utilities > Title 1 Code Conversion

This utility updates the Title I code for *every student* at the campus to a specified Title I code, including Title I records with status changes. A Title I record is inserted if one is not found.

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

Update data:

Title I Code	Select the code <i>to</i> which you want to reset all Title I students at the campus.
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☐ Click **Execute**.

A message is displayed when the process is complete. Click **OK**.

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Transfer

Use the Table of Contents to access a page.

Scheduling Transfer

Registration > Utilities > Transfer > Scheduling Transfer

This utility transfers a group of students, by grade level, from one campus to another campus. Students who are not promoted are not transferred.

The sending campus performs the transfer.

NOTE: Do not use this utility for students with record status 5 (*not current enrolled in district but will attend next year*).

The records of transfer students at the sending campus are set to record status 3 (*currently enrolled at this campus, will attend new campus next year*). The records of transfer students at the receiving campus are set to record status 4 (*enrolled at another campus, will attend this campus next year*). Any student scheduling requests are deleted from the sending campus.

Before using this utility, verify special program selected on [Attendance > Maintenance > Campus > Next Year Campus Options](#) at **both** the receiving and sending campuses. Only programs offered at the receiving campus will automatically be transferred from the sending campus. The utility first looks at Attendance [Next Year Campus Options](#) for the **Receiving Campus** track to determine if a special program is offered at the next year campus. If the next year campus-track does not exist on that page, the program will then look at Attendance [Campus Options](#) (current year) to see if the special program is offered.

If either the sending or receiving campus does not have the special program, the program will be dropped, and the error report will list students whose special programs were not transferred.

Update data:

Sending Campus	The ID of the campus to which you are logged on is displayed. Students will be transferred from this campus.
Receiving Campus	Select the campus to which the students are being transferred.
Choose Grades	Select the grade level(s) to be transferred. Students in 12th grade cannot be transferred, so grade 12 is not displayed.


Match Next Year Campus	<p>If next year campus IDs have been assigned for students in the highest grade level at the campus, select this field if there are multiple next year campuses to which students will be transferred.</p> <p>The program compares the Receiving Campus to each student's next year campus, and only transfers the students whose next year campus matches the receiving campus. You must repeat this utility for each receiving campus.</p> <p>WARNING: If not selected, all students are transferred to the selected receiving campus, regardless of their assigned next year campus.</p>
Transfer Withdrawn Students	Select to include withdrawn students when assigning lockers.
Transfer Residential Facility Information	If selected, all existing Residential Facility information from the most current enrollment record at the sending campus from Registration > Maintenance > Student Enrollment > W/R Enroll is transferred to the receiving campus when the record status 4 is created, if the Residential Facility is valid at the receiving (record status 4) campus.


☐ Click **Start**.

☐ If you did *not* select **Match Next Year Campus**, you are asked again if you want to match the next year campus flag. Click **Yes** or **No** to continue.

- When the process is complete, a report of the transferred students is displayed with a message indicating the number of records processed. [Review, save, and/or print the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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.


Other functions and features:


Errors [Click to view the error list if errors are encountered.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  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.

Student Current Year

Registration > Utilities > Transfer > Student Current Year

This utility transfers a student from one campus to another campus if a student moves during the school year from one campus to another within the district.

The sending campus withdraws the student from the campus.

The receiving campus performs the transfer using this utility.

- Special program information is transferred to the receiving campus if the special programs are offered at the receiving campus, unless a record without a withdrawal date already exists at the receiving campus.
- If a No Show student enters the receiving campus after the first day of school, the No Show record remains at the sending campus. However, if the student enters the receiving campus *on* the first day of school, the No Show record is deleted automatically from the sending campus.

Update data:

From	Select the campus from which the student is being transferred.
To	The campus to which you are currently logged on is displayed.
Student ID	Type the six-digit student ID. Or, click Directory to select a student from the directory .

☐ Click **Retrieve**.

The student's current demographic data is displayed as entered on [Maintenance > Student Enrollment > Demo1](#). Update as needed.

Entry Dt	Type the entry date at the campus to which the student is being transferred in the MMDDYYYY format.
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If applicable, the student's residential facility data is displayed as entered on [Maintenance > Student Enrollment > W/R Enroll](#). Update as needed.

Select **Residential Facility** and the **Residential Facility Detail** fields are displayed.

☐ Click **Save** to transfer the student.

Other functions and features:

Comments[View or add comments.](#)

Click to view or add comments about the student. The Comments window opens.

If comments exist for the student, a paperclip is displayed on the button.

TREx Export

Registration > Utilities > TREx Export

This utility extracts a student's information, as required for the Texas Education Agency (TEA) Texas Records Exchange (TREx) system. You can extract data for one student at a time from the current year or previous year.

- **Student Identification Section** - If a student does not have a social security number, an error is written.
 - The HomeLanguage element is maintained in the **Home Lang** field on [Registration > Maintenance > Student Enrollment > Bil/ESL](#).
 - The StudentLanguage element is maintained in the **Student Language** field on [Registration > Maintenance > Student Enrollment > Bil/ESL](#).
- **Parent Section** - Only parents listed as a guardian are extracted.
- **Assessment Section** - TAKS, TELPAS, EOC, and STAAR data is extracted. English I and II Reading and Writing EOC scores are merged into English I and English II.
- **Attendance Section** - If a student is not withdrawn and is selected from the current school year, the date of the extract is used as the ending date for the days present and days absent ranges. The days present is calculated from the campus entry date.
- **Immunization Section** - TREx data standards do not allow immunization code B for booster. Any doses after the third dose are enumerated as 4, 5, etc. Exemptions are not allowed in the data standards, so they are bypassed at this time. The ImmunizationCode element comes from the first 35 characters of the **Description** entered on [Health > Maintenance > Tables > Immunization Type](#). If more than 35 characters are entered in the description, it is truncated.
- **Discipline Action Section** - This is not being extracted at this time.
- **Academic Status Section** - This section contains the courses from the previous years that are found in the student's historical courses in the course-grade table and the historical transfer table. Non-graded and withdrawn courses are not included in this section.

This consists of the following elements: GraduationDate, GraduationDiplomaType, CertificateDate, TexasGrantType, DistinguishedAchievements, FHSPParticipationCode, FHSPDistingIndicatorCode, STEMEndorsementCode, BusinessEndorsementCode, PublicServiceEndorsementCode, ArtsEndorsementCode, MultiStudiesEndorsementCode, AssociateDegree, OnRamps, IGCGradReview, CPRMetDate, POIIMetDate, Section504, and StarOfTexas.

- This section is recommended for 11th and 12th grade students only, but is not required. GraduationDate, GraduationDiplomaType, CertificateDate, and TexasGrant are extracted for 11th and 12th grade students only.
- DistinguishedAchievements is extracted for all grade levels.
- CollegeAssessType is only included if the student has at least one qualifying exam.

- AssociateDegree is set to 1 if **Associate Degree** is selected for the student on [Graduation Plan > Maintenance > Student > Individual Maintenance > Performance Acknowledgment](#).
 - OnRamps is set to 1 if the student has earned full credit for a course designated as OnRamps.
 - IGCGradeReview (Individual Graduation Committee) is set to 01 only if the student has a record on his most recent enrollment year on [Registration > Maintenance > Student Enrollment > Local Programs](#) with the **Othr Spc Pgms** field set to a code that matches the **Local Program for IGC Reporting** code on State Reporting > Options. If there is no value specified in State Reporting, the program will look for code IGC in the **Othr Spc Pgms** field on [Registration > Maintenance > Student Enrollment > Local Programs](#).
 - CPRMetDate and POIIMetDate are maintained on [Graduation Plan > Maintenance > Student > Individual Maintenance > PGP](#) for students assigned a graduation plan; otherwise they are maintained on [Registration > Maintenance > Student Enrollment > Demo3](#).
 - Section504 is set to 1 only if the student has a record on [Registration > Maintenance > Student Enrollment > Local Programs](#) with the **Othr Spc Pgms** field set to a code that matches the **Local Program for Section 504** code on State Reporting > Options. If there is no value specified in State Reporting, the program will look for code 504 in the **Othr Spc Pgms** field on [Registration > Maintenance > Student Enrollment > Local Programs](#) ((for any campus, even if **Exit Date** exists). If no record for the student equates to 504, the element is not included in the export.
 - StarOfTexas is included for students in grade level PK only. If **Star of Texas Award** is selected for a PK student on [Registration > Maintenance > Student Enrollment > Demo1](#), the student is coded 1. If **Star of Texas Award** is not selected for a PK student, the student is coded 0. For non-PK students, the element is not included.
- **Current Coursework Section** - This section contains the student's current courses using the withdrawal or extract date to determine which semester to extract. Nongraded and withdrawn courses are not included in this section.
 - If a cycle 1 grade is present, it is written to the first occurrence of CourseGrade.
 - If a cycle 2 grade is present, it is written to the second occurrence of CourseGrade.
 - If a cycle 3 grade is present, it is written to the third occurrence of CourseGrade.
 - A withdrawn course that has a semester grade is extracted.
 - If an instructor ID is not present, an error is written.
 - **Academic Summary** - This section is for 9th-12th grade students.

Note: TREx Export writes the Crisis Code for students who are enrolled at the end of the school year and have a record for a local program on [Registration > Maintenance > Student Enrollment > Local Programs](#) with TEA Crisis Code 1A, 1B, 1C, 8A, 8B, 8C, 9A, 9B, or 9C on [Registration > Maintenance > District Profile > Local Program Codes](#).

Note: Only withdrawal reasons from table C162 can be used per [TREx Data Standards](#). If the student's withdrawal reason is not valid per this table, the code changes it to 98.

Export data:

Export Type	Select one:	
	Transfer	Select to create the export file for another school district.
	Transcript	Select to create the export file for a university. Only courses with credit level H and exit-level TAKS assessments (grade levels 11 and 12) are extracted.

☐ Click **Directory** to select a student from the [directory](#). The student's name, ID, and birth date are displayed.

☐ Click **Execute** to create the file.

When completed, you are prompted to open or save the file.

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TX-UNPS Export

Registration > Utilities > TX-UNPS

This utility creates the export file for the Texas Unified Nutrition Programs System (TX-UNPS). The export includes active students with status codes 1, 2, or 3. The file name is TXUNPS.csv.

[Click here](#) to view the interface.

Create file:

Enter CE-ID	Type the five-digit contracting entity (CE) ID number.
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☐ Click **Execute** to create the export file.

When completed, you are prompted to open or save the file.

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