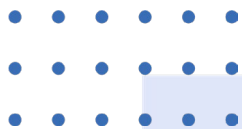




# Good morning, Aeries!

Pre Roll Over Prep – Matriculating Students

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# Speaking today:



Athina Firman | Training Specialist



Deb McConnell | Aeries Trainer



# Pre Rollover Prep!

The Aeries New Year Rollover is the process of closing out the current school year and preparing for the next school year. Certain data is rolled from the current year database into the next year database according to various district and school settings. The process is initiated from the current year database and performed for the entire district.

# Need To Know

Key areas to review before the new year



- Database and Technical Requirements
- Complete Grading
- Complete End-of-Year Processes
- Enter Student Information for Next Year
- Run Pre-Rollover Reports
- Pre enrolling Matriculating Students

# CONTEXT



## Security and Permissions

Table/Program Area	Permission	Description
New Year Rollover	Read	View <b>Settings</b> tab View <b>School Based Fields</b> tab Run reports on <b>Processes</b> tab
	Update	View and update <b>Settings</b> tab <b>Push to Other Schools</b> button Run reports on <b>Processes</b> tab
	Admin	Full access View and edit <b>Settings</b> tab <b>Push to Other Schools</b> button Run reports on <b>Processes</b> tab Initiate the Rollover
Rollover Settings (ROL)	Update	<b>Change</b> button (edit mode) <b>Push to Other Schools</b> button

CONTEXT



# Before Running the Rollover



## Complete Grading ↑

- Complete entry of all grades (GRD).
- Complete entry of Standards Based Grades (SBG) and verify the roll to Standards Based History (SBH) is completed. See [Standards Based Grade History](#).
- Ensure that the GRD marks are copied accurately to Grade History (GRH) and Transcripts (HIS) for high schools and middle schools. See [Grade Reporting - Copy Grades to Grade History and Transcripts](#).
- On **Report Card History**, generate the report card history. This feature allows schools to save a permanent, electronic copy of every student's report card.
  - Regular report cards - See [Report Card History](#).
  - Standards-based report cards - See [Report Card History for Standards Based Report Cards](#).

## Complete End-of-Year Processes ↑

### California

- See [CALPADS Annual Maintenance - Closing Out the School Year](#).
- Complete CALPADS procedures for exiting students. See [EOY 2: CALPADS Student Withdrawal Data Population Chart](#).

#### NOTE:

- Students whose **End of Year Status** (STU.EOY) is populated may also need to have the **End of Year Next School** (STU.ENS) populated. STU.EOY and STU.ENS do not affect the Rollover; they are populated for CALPADS reporting.
  - Students whose **Grad Status** (STU.HSG) is populated may also need to have the **Grad Status Date** (STU.DG) populated. STU.HSG and STU.DG do not affect the Rollover; they are populated for CALPADS reporting.
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- Complete end-of-year withdrawals. See [End of Year Withdrawals](#).





## Enter Student Information for Next Year ↑

- The following query allows you to list and verify retained students and returning seniors, including non-completers:

The query lists students by current grade level whose **Status** is blank and grade level is "No grade level," including the student's school number, first and last name, ID, current grade level, next grade level, current school, next school, and status.

```
LIST STU SN LN FN ID GR NG SC NS BY GR IF TG = " " AND GR = NG
```

- The following query allows you to verify that schools have set up their pre-enrolled students with the correct next grade and that there is an asterisk (\*) in the **Status** (STU.TG) field.

The query lists students by current grade level whose **Status** is Pre-enrolled, including the student's school number, first and last name, ID, current grade level, next grade level, current school, next school, and status.

```
LIST STU SN LN FN ID GR NG SC NS TG BY GR IF TG = "*"
```



Be very careful when changing these settings!

Approve

Disapprove

### New Year Rollover Settings - Informational

Planning Date

Rollover Date

Approved

☐

Approved Date

Approved By

### New Year Rollover Settings - District Wide

# Creating Pre Enrolled Students



## Next Grade

Make sure next grade (STU.NG) is populated for all matriculating students

## Next School

Make sure next school (STU.NS) is populated for all matriculating students

## Run Queries

Verify your data

# Create Pre-Enrolled Students

Save

Pre-Enrolled Students

Schools

Tables

Analysis

Next Grade/Next School Analysis:

Process All Active Students

Process High Grade Only

Bypass Students with NS = SC

Bypass Students with NS = 0

Bypass Students with NG = GR

Limit SC by "FROM" Selection

Limit NS by "TO" Selection

Calculate Totals

SC	School Name	GR	NG	NS	Count
993	Bald Eagle Intermediate School	8	9	994	231
996	Eagle Flight School	8	9	994	230

Results

Change New Students Enter Date

8/24/2020

Analyze

Update



# Security

Current Year (2017-2018)

☒ Display Current Permissions (Uncheck to Show All Permissions)

Table/Program Area	Query Tbl	Read	Insert	Update	Delete	Mass Update	Administer	Expiration Date (Read will not expire)
		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Student Data								
Student Data	STU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Other Student Data								
Create Pre-Enrolled Students		<input checked="" type="checkbox"/>						<input type="text"/>

# We value your feedback!

Please take a few minutes to complete our survey and let us know how we can better serve you in the future!  
You will be enrolled in our monthly drawing for a gift card.



<https://survey.alchemer.com/s3/7443595/Aeries-Training-Survey>



# Thanks for joining us!

## Info and links

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- [New Year Rollover Process Guide](#)
- [Create Pre-Enrolled Students](#)
- Aeries Support