Scheduling Prep: Roll Enrollments, Reports and Constraints to Next Calendar - Study Guide

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Once Calendar setup is complete for the upcoming school year, student enrollments, report preferences, transportation data and scheduling constraints can be rolled forward.

- Enrollment Roll Forward
- Enrollment Cleanup Wizard
- Transportation Roll Forward
- Student Constraints Roll Forward
- Reports Roll Forward

Enrollment Roll Forward

The Enrollment Roll Forward tool is used to batch create future enrollments who DO NOT have end dates on their current enrollments.

Before rolling enrollments forward en masse, go to the Enrollment page for students who WILL NOT roll forward by grade sequence or school boundary and manually set Next Calendar/Next Grade on their current year's enrollment. Once complete, roll the remaining students forward.

NOTE: Do not mass-end student enrollments for the current year until AFTER active students have been rolled forward to their upcoming enrollment.

+ Documentation

+ Video

Enrollment Cleanup Wizard

Occasionally students withdraw from school after their enrollment has already been rolled forward to the next year but before the next school year starts. The Enrollment Cleanup Wizard may be used to remove future enrollments for those students.

+ Documentation

+ Video

Transportation Roll Forward

Transportation Roll Forward tool uses a student's currently assigned core transportation fields to create a new transportation record in a future school calendar. This tool eliminates the need to create these records manually and prevents records from being copied for students who already have a transportation record in the future school calendar.

Student Constraints Roll Forward

The Student Constraints Roll Forward tool copies student-to-student scheduling placement constraints from the source calendar to the destination calendar.

Reports Roll Forward

The Reports Roll Forward tool copies selected reports from a source calendar to one or more others in the district, eliminating the need to manually recreate them in multiple calendars.