

# Enrollment Roll Forward/End Batch/Cleanup Wizard Tool Rights

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This article combines tool right information about related administrative tools that are used to manage enrollments en masse. Very few people other than the System Administrator or the person in charge of scheduling should have access to these tools.

To learn how to use these tools, review the following articles:

- [Enrollment Roll Forward Wizard](#)
- [Enrollment End Batch Wizard](#)
- [Enrollment Cleanup Wizard](#)

**Note: Only R (Read) rights are needed in order to have full access to these tools.**

Review the [Checklist For Scheduling](#) article to get an overview of the scheduling process and how the tools needed to complete calendar setup, enrollment roll forward, and scheduling are used.

## Enrollment Roll Forward Wizard

This tool is used AFTER calendars have been rolled forward via the Calendar Wizard. The Enrollment Roll Forward tool promotes students to next year's calendar and grade.

Enrollment Roll Forward Wizard ☆
Student Information > General Student Administration > Enrollment Roll Forward Wizard

Enrollment Roll Forward

The Enrollment Roll Forward tool assists in the promotion, retention or demotion of currently enrolled students into the next calendar and next grade level.

This tool is safe to run repeatedly. Each student is rolled only once. If a student already has an existing enrollment in the next calendar, that student is not included in the enrollment roll again.

Before using this tool, ensure calendars have been rolled forward using the Calendar Wizard.

NOTE: If you are using School Boundary settings on your households, different logic is used. For more information, [click here](#).

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**Select Source Calendars**

- 26-27 Arthur Elementary
- 26-27 Carter Middle
- 26-27 Cleveland Elementary
- 26-27 Fillmore Middle School
- 26-27 Harrison High
- 26-27 Taylor K-8
- 26-27 Taylor K-8 9
- 26-27 Van Buren High School
- 25-26 Arthur Elementary
- 25-26 Carter Middle
- 25-26 Cleveland Elementary
- 25-26 Fillmore Middle School
- 25-26 Harrison High
- 25-26 Taylor K-8
- KG 25-26 Arthur Elementary

CTRL-click and SHIFT-click for multiple

**Select Source Grades**

01    02    03    04  
 05    06    07    08  
 09    10    11    12  
 EC    HK    KA    KB  
 KG    PK

**Source Ad Hoc Student Filter**

**Source Service Type**

Primary  
 Partial  
 Special Ed Services

**Select Source Structure**

**Select Local Start Status**

CM1: Enrolled (Valid 23-24 thru current) ▼

**(OPTIONAL)**

**Select Destination Calendar**

**Select Destination Grade**

**Select Destination Structure**

**Start Date Override**  
If school days for the next school year have been finalized and Calendar Days have been set, this date does not have to be entered. The first term date of the next school year is automatically selected. If Calendar Days have not been set, enter the Start Date Override as the first instructional day of the next school year.

Allow Duplicate Primary Enrollments

**Totals Only**

Show Warnings

Include students whose enrollments end on the last day of the last term

Student Information > General Student Information > Enrollment Roll Forward Wizard

# Enrollment End Batch Wizard

This tool is used AFTER rolling enrollments forward into the next school year using the Enrollment Roll Forward tool. It saves time by allowing enrollments for a school year to be ended en masse.

**Enrollment End Batch Wizard** ☆
Student Information > General Student Administration > Enrollment End Batch Wizard

Enrollment End Batch Process

This tool processes enrollment records for all students in the selected calendars and grade levels at the end of the school year. Enrollment End Dates, Enrollment Statuses and Graduation information, if entered, are applied to all student enrollments that match the entered criteria. Use the Enrollment Roll Forward tool to copy and promote enrollments into the next year's calendar.

Enrollments and Graduation records are only modified if the fields selected to be filled on this editor are blank on the student's Enrollment record and on the student's Graduation tab. If there are Enrollment records or Graduation data that have those fields populated, those records will not be modified (i.e., dropped students). Students who are graduating should be processed separately from other grades in order to have the Graduation values entered. Students who are already marked as Retained or Demoted on their Enrollment records will not be processed by this tool.

If students are assigned academic plans, process the graduating class using the Post Diplomas mode on the Course Plan Admin tool. This applies the correct diploma type based on the student's academic plan, assigns graduation dates and ends enrollment records only for those graduating students.

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Select Calendars

26-27 Arthur Elementary  
 26-27 Carter Middle  
 26-27 Cleveland Elementary  
 26-27 Fillmore Middle School  
 26-27 Harrison High  
 26-27 Taylor K-8  
 26-27 Taylor K-8 9  
 26-27 Van Buren High School  
 25-26 Arthur Elementary  
 25-26 Carter Middle  
 25-26 Cleveland Elementary  
 25-26 Fillmore Middle School  
 25-26 Harrison High  
 25-26 Taylor K-8  
 KG 25-26 Arthur Elementary

CTRL-click and SHIFT-click for multiple

Select Fields to fill

End Date

Local End Status

End Action

Graduation

Diploma Date

Diploma Type

Diploma Period

Post Grad Location

Post Grad Plans

**RUN**

Select Grades

01  02  03  04  05  06  07  
 08  09  10  11  12  EC  HK  
 KA  KB  KG  PK

Select Ad Hoc Student Filter

Student Information > General Student Administration > Enrollment End Batch Wizard

# Enrollment Cleanup Wizard

The Enrollment Cleanup Wizard is used to either Delete or Update Enrollments. For example, enrollments that were rolled forward to a future calendar can be Deleted for students that have since withdrawn, or start dates for enrollments rolled forward can be Updated to be the first instructional day of the future calendar.

[Student Information](#) > [General Student Administration](#) > [Enrollment Cleanup Wizard](#)

### Enrollment Cleanup Wizard ☆

**Enrollment Cleanup Wizard**

The Enrollment Cleanup Wizard contains two distinct modes:

- Delete Enrollments**  
 This mode DELETES enrollments in future calendars for students who have left the school before the end of the year and have not re-enrolled in the same school year, OR who no longer meet the Student Assignment requirements for enrollment in the next school year.
- Update Enrollments**  
 This mode UPDATES attributes and start dates for enrollment records, 9th grade entry dates on graduation records, transportation records, and course section rosters.  
 Enrollments can be updated to the first instructional date of the selected calendar or backdated to a date prior to the first instructional date of the selected calendar.  
 Enrollment attributes in the selected calendar that are marked as "Copies Forward" can also be updated to match previous year values.

**Note:** The Delete mode and Attribute update method of the Update mode only modifies or deletes enrollments that were created using the Enrollment Roll Forward tool. The start date method of the Update mode modifies any enrollment in the selected calendar and student ad hoc regardless of how that enrollment was created.

**Delete Enrollments**

**Select the Calendar in which the student ended their enrollment**

- 26-27 Arthur Elementary
- 26-27 Carter Middle
- 26-27 Cleveland Elementary
- 26-27 Fillmore Middle School
- 26-27 Harrison High
- 26-27 Taylor K-8
- 26-27 Taylor K-8 9
- 26-27 Van Buren High School
- 25-26 Arthur Elementary
- 25-26 Carter Middle
- 25-26 Cleveland Elementary
- 25-26 Fillmore Middle School
- 25-26 Harrison High
- 25-26 Taylor K-8
- KG 25-26 Arthur Elementary

CTRL-click and SHIFT-click for multiple

**Select Grades**

01
  02
  03
  04  
 05
  06
  07
  08  
 09
  10
  11
  12  
 EC
  HK
  KA
  KB  
 KG
  PK

**Select Service Type**

Primary  
 Partial  
 Special Ed Services

**Update Enrollments**

*Student Information > General Student Administration > Enrollment Cleanup Wizard*

## Suggested User Groups

- [Schedulers](#)

See [User Groups and Suggested Roles](#) for more information.