Enrollment Roll Forward, End Batch, and Cleanup Wizard Tool Rights

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This article provides 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.

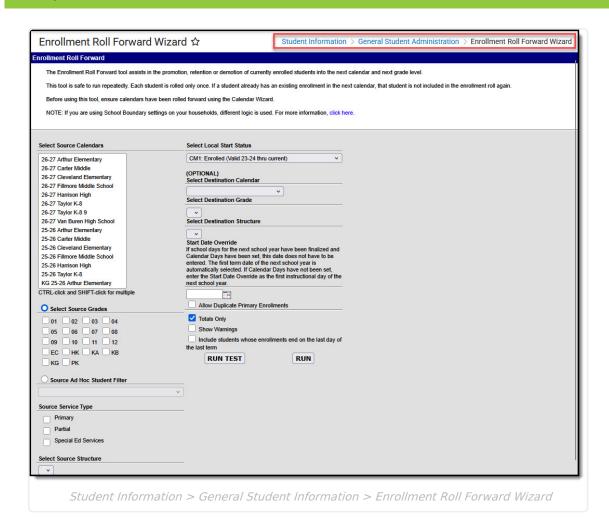See the following articles to learn how to use the tools:

- Enrollment Roll Forward Wizard
- Enrollment End Batch Wizard
- Enrollment Cleanup Wizard

Only Read rights are needed in order to have full access to these tools.

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 ☆

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.

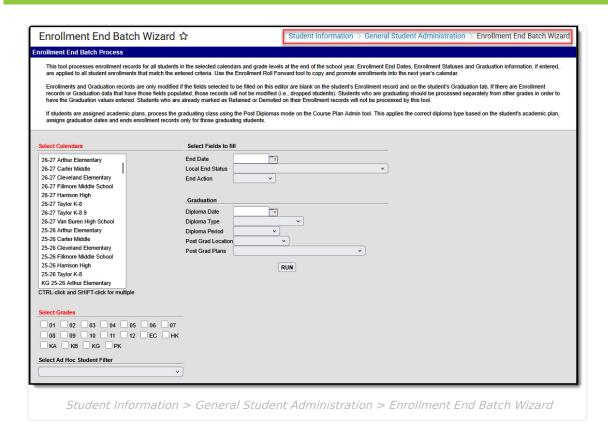*Student Information > General Student Information > Enrollment Roll Forward Wizard*

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

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.

Student Information > General Student Administration > Enrollment End Batch Wizard
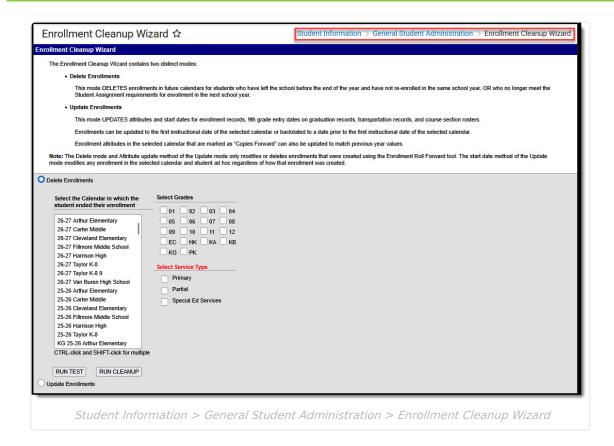
Enrollment Cleanup Wizard

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

Suggested User Groups

- Schedulers

See User Groups and Suggested Roles for more information.