

Student Promotion/Bulk Enrollment and How to Whack a Student

The Student Promotion/Bulk Enrollment process creates an admission record for students in the new school year. The admission record will then allow the student to have course requests assignments, and be scheduled.

Student Promotion/Bulk Enrollment is a two-part process. First, you have to push the students out of the current 2007-2008 school year which is referred to as Student Promotion. The second step will then pull them into their new 2008-2009 school year building, which is referred to Student Bulk Enrollment.

After the 08/09 School Year Initialization (SYI) has been processed in your district, Student Promotion/Bulk Enrollment will need to be run again periodically to “catch” new students that enroll between the date when SYI was completed, and the end of the school year. These new students will need to be promoted and enrolled into their next school year buildings. Rerunning Student Promotion/Bulk Enrollment will catch the newly added students. Depending on how many new students have entered your district, you could possibly redo promotion/enrollment each time a new student enrolls, or wait until there are several new students to enroll. This process will *not* re-enroll any students that have already been promoted and bulk enrolled. Follow the documentation for Student Promotion/Bulk Enrollment to ensure all students will be in DASL for the next school year.

Scenario 1: Two weeks after SYI was processed in your district, two new students enrolled in the high school. The following week, three more new students enrolled. Rerun Student Promotion/Bulk Enrollment to grab the newly added students--it will not re-enroll any students that were already promoted and bulk enrolled.

Scenario 2: A new student enrolls in the current school year as a 5th grader in the elementary. However, this student will be in the middle school next year in sixth grade. The student must be promoted from the elementary in the current year, and then bulk enrolled into the middle school for the new school year. The elementary will process the student promotion. Then notify the middle school so they can do the bulk enrollment. Follow the instructions for Student Promotion/Bulk Enrollment to ensure all students will be in DASL for the next school year.

Note: Student Promotion and Bulk Enrollment must be completed for each individual building within the district.

STUDENT PROMOTION

What is Student Promotion? Student Promotion process sets the next grade level and building progression track in the current school year, which prepares students to be enrolled into the next school year. The Student Promotion Screen has three tabs: “Students needing next grade level”, “Students needing building progression track set”, and “Promote Students”.

1. **Navigate to Student Promotion.** With the building in the current school year, navigate to: Home» Management » School Administration » Student Promotion » Student Promotion.

Home	SIS	Teacher Menu	EZ Query	Management	EMIS	My Account	ITC	Local	Develop	Sitemap	
DASL		No Student is Currently Selected					MDECA High School	2007-2008 (LIVE)			
Julie Brennan							[Find Students]	Find	[Go To]	Go	
Home » Management » School Administration » Student Promotion							Advanced Search Feedback Mgmt Help Version Print				
Student Promotion											
Please make a menu selection											
Building Progression Tracks			Student Bulk Enrollment								
Bulk Assign Building Progression Track			Student Promotion								

2. **Students needing next grade level tab.** Ensure that students listed on this tab are being promoted to the correct grade level by filling in the appropriate grade level from the drop down field. This screen may be blank if there are no students needing next grade level set. Click the Next Button.

Student Name	Current Grade Level	Next Grade Level
AMBER (MADISON)	05	06
AUSTIN (MARCUS)	04	05

3. **Students needing building progression track set tab.** Make sure students on this screen are on the correct building progression track by making a selection from the drop down field. This screen may be blank if there are no students needing progression track set. Click Next to move to the 3rd tab.

Student Name	Student Address	Building Progression Track
ASHTON (JARED)	3125 DISCOVERY TRL	BA to HS
DOMINIC	8062 WASHINGTON PARK DR	BA to HS

4. **Promote Students tab.** Click Finish to promote students. Once completed, DASL displays a confirmation message that the promotion occurred successfully. The results of the promotion display as a percentage based on the number of students with next school set and total number of students.

The promotion was executed successfully

Number with next school set:	677
Total number of students:	805
Percentage with next school set:	84%

Next complete the Student Bulk Enrollment to Enroll students into the next School year.

Student Bulk Enrollment

What is Student Bulk Enrollment? Student Bulk Enrollment will enroll promoted students into their next year building, based on their progression track and next year grade level setting from the current school year. Bulk enrollment creates a new student admission record of either “Intrabuilding Progression” for currently enrolled students (Scenario 1) or “Building Admission” for students that will attend a different district building in the new school year (Scenario 2).

1. First, make sure you are in the future school year in the building that will be receiving the new student. Click on the school year in the upper-right hand corner of the DASL window. Then from the drop down menu, click on the new school year to select it. Click Finish to save the changes.

The screenshot shows the DASL interface with the following details:

- Navigation: Home, SIS, Teacher Menu, EZ Query, Management, EMIS, My Account, ITC, Local, Develop, Sitemap
- Header: DASL, Julie Brennan, No Student is Currently Selected, MDECA High School, 2008-2009 (LIVE)
- Buttons: [Find Students], [Find], [Go To], [Go]
- Form: Change Working School, Select your working school and school year
- Working School: MDECA High School, Save as Default School checkbox
- School Year: 2008-2009 (selected), 2008 Summer, 2007-2008, 2007 Summer, 2006-2007, 2006 Summer
- EMIS Reporting Period: 2008 Summer
- Buttons: [Finished], [Cancel]

2. In your 2008-2009 building, navigate to: Home » Management » School Administration » Student Promotion » Student Bulk Enrollment. (Note the Highlighted Warning that you are working in a Future School Year that displays.)

The screenshot shows the DASL interface with the following details:

- Navigation: Home, SIS, Teacher Menu, EZ Query, Management, EMIS, My Account, ITC, Local, Develop, Sitemap
- Header: DASL, Julie Brennan, No Student is Currently Selected, MDECA High School, 2008-2009 (LIVE)
- Buttons: [Find Students], [Find], [Go To], [Go]
- Breadcrumbs: Home » Management » School Administration » Student Promotion
- Warning: WARNING: You are working with a Future School Year
- Section: Student Promotion, Please make a menu selection
- Links: Building Progression Tracks, Student Bulk Enrollment (highlighted), Bulk Assign Building Progression Track, Student Promotion

3. **Bulk Enrollment Statistics.** This section of Student Bulk Enrollment screen is informational only. **Enrollment Options.** In this section, either check or uncheck each box to select your enrollment school's preferences. Enter admission date of 08/01/08 for the upcoming school year.

The screenshot shows the DASL interface with the following details:

- Navigation: Home, SIS, Teacher Menu, EZ Query, Management, EMIS, My Account, ITC, Local, Develop, Sitemap
- Header: DASL, Julie Brennan, This Screen does not use a Selected Student, Data on this screen applies to the current school building, Elementary School, 2008-2009 (LIVE)
- Buttons: [Find Students], [Find], [Go To], [Go]
- Breadcrumbs: Home » Management » School Administration » Student Promotion » Student Bulk Enrollment
- Section: Student Bulk Enrollment
- Statistics: Elementary School Statistics, Students With Next School Set: 316, Students Already Enrolled: 0, Students Without Next School: 41, Students That Will Enroll Here: 263
- Enrollment Options: Copy Locker Assignments, Copy Counselor Assignments, Copy Free Lunch Status Assignments, Clear All Data Flags, Admission Date: 8/1/2008, Clear Homerooms
- Map Sub-Calendar: Current Calendar, Calendar to Assign, Default Attending Calendar (Default)

- Map Sub-Calendars.** Students must be mapped to their appropriate sub-calendars. Assign students to the correct sub-calendar based on their next school year using the drop down menus available.

The screenshot shows the DASL Student Bulk Enrollment interface. At the top, there is a navigation bar with links like Home, SIS, Teacher Menu, EZ Query, Management, EMIS, My Account, ITC, Local, Develop, and Sitemap. Below this is a header section with the DASL logo, user name Julie Brennan, and school information: Elementary School, 2008-2009 (LIVE). A message states: "This Screen does not use a Selected Student. Data on this screen applies to the current school building." There are buttons for [Find Students], Find, [Go To], and Go. The main content area is titled "Student Bulk Enrollment" and includes a breadcrumb trail: Home » Management » School Administration » Student Promotion » Student Bulk Enrollment. There are also links for Advanced Search, Feedback, Mgmt, Help, Version, and Print. The "Elementary School Statistics" section shows: Students With Next School Set: 316, Students Without Next School: 41, Students Already Enrolled: 0, and Students That Will Enroll Here: 263. The "Enrollment Options" section has checkboxes for Copy Locker Assignments, Copy Counselor Assignments, Copy Free Lunch Status Assignments, and Clear All Data Flags (checked), and a date field for Admission Date set to 8/1/2008 with a Clear Homerooms checkbox (checked). The "Map Sub-Calendars" section is highlighted with a red box and contains two columns: "Current Calendar" and "Calendar to Assign". Under "Current Calendar", there are three options: Default (229 students), Default Non-attending Calendar (3 students), and PreSchool 4-day a wk calendar (30 students). Under "Calendar to Assign", there are three dropdown menus, all currently set to "Default Attending Calendar (Default)". Below this is the "Map Student Statuses" section, which is partially visible.

- Map Student Status.** In the last section on the Bulk Enrollment Screen, students are mapped to Student Status selections. Assign status codes to students who are to be enrolled from the drop down menu available. **IMPORTANT – NEXT PRINT A COPY OF THE SCREEN BEFORE YOU SELECT “PROCESS BULK ENROLLMENT”.** This screen does not refresh or re-display after “Process Bulk Enrollment” is pressed, so please be sure to print this screen before you complete the process.
- Process Bulk Enrollment.** Click Process Bulk Enrollment to complete the process. A batch job named DASL_STUDENT is generated. Click on the Mgmt link to verify when the job has completed.

This screenshot is similar to the previous one, showing the same DASL Student Bulk Enrollment interface. The "Map Student Statuses" section is now highlighted with a red box. It contains two columns: "Current Status" and "Status to Assign". Under "Current Status", there are three options: ACTIVE (258 students), PS ITINERANT STUDENT (1 students), and RES OUT (3 students). Under "Status to Assign", there are three dropdown menus, all currently set to their respective current status: "A - ACTIVE", "PI - PS ITINERANT STUDENT", and "R - RES OUT". At the bottom of the screen, there is a "Process Bulk Enrollment" button with a red arrow pointing to it.

Use Student Search to verify that the students were successfully enrolled in the future school year. Check Student Status, Grade, Grade Next Year, Attendance Calendar, and Building Progression Track.

How to 'Whack' a student already enrolled into the next school year

Scenario 3: During Student Promotion/Bulk Enrollment, a student was promoted into 08/09 school year. However the student then withdraws from the district before the beginning of the new school year. This student must be 'whacked' from his/her 08/09 school year building; because the student will not attend any school days during the 08/09 school year.

1. First, make sure you are in the future school year in the building that the student was already enrolled into during promotion/enrollment. Click on the school year in the upper-right hand corner of the DASL window. Then from the drop down menu, click on the new school year to select it. Click Finish to save the changes.

2. Use Student Search to select the student to be whacked in Context. Navigate to the following breadcrumb trail: Home » SIS » Student » Admission History » Edit History Details
Note that the student has both a current year withdrawal record and next school year admission record.

Year	Date	Event	School	Calendar	Code
2001 - 2002	Aug 15, 2001	District Admission	MDECA Local District		
X	2001 - 2002	Aug 15, 2001	Building Admission	MDECA High School	DFLT 1ST DIST ATTENDED
X	2002 - 2003		Intrabuilding Progression	MDECA High School	DFLT
X	2003 - 2004		Intrabuilding Progression	MDECA High School	DFLT
X	2004 - 2005		Intrabuilding Progression	MDECA High School	DFLT
X	2005 - 2006		Intrabuilding Progression	MDECA High School	DFLT
X	2006 - 2007		Intrabuilding Progression	MDECA High School	DFLT
X	2007 - 2008		Intrabuilding Progression	MDECA High School	DFLT
X	2007 - 2008	Mar 24, 2008	Building Withdraw	MDECA High School	DFLT TO PRIVATE SCHOOL
X	2007 - 2008	Mar 24, 2008	District Withdraw	MDECA Local District	
X	2008 - 2009		District Admission	MDECA Local District	
X	2008 - 2009	Aug 27, 2008	Building Admission	MDECA High School	DFLT

- To 'whack' a student from the system for the 2008-2009 school year, click the red X delete icon next to the 2008-2009 Building Admission event.

Home » SIS » Student » Admission History » Edit History Details

WARNING: You are working with a Future School Year

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

School Year Type: Regular

Year	Date	Event	School	Calendar	Code
2001 - 2002	Aug 15, 2001	District Admission	MDECA Local District		
✕	✎	2001 - 2002 Aug 15, 2001 Building Admission	MDECA High School	DFLT	1ST DIST ATTENDED
✕		2002 - 2003 Intrabuilding Progression	MDECA High School	DFLT	
✕		2003 - 2004 Intrabuilding Progression	MDECA High School	DFLT	
✕		2004 - 2005 Intrabuilding Progression	MDECA High School	DFLT	
✕		2005 - 2006 Intrabuilding Progression	MDECA High School	DFLT	
✕		2006 - 2007 Intrabuilding Progression	MDECA High School	DFLT	
		2007 - 2008 Intrabuilding Progression	MDECA High School	DFLT	
✕	✎	2007 - 2008 Mar 24, 2008 Building Withdraw	MDECA High School	DFLT	TO PRIVATE SCHOOL
		2007 - 2008 Mar 24, 2008 District Withdraw	MDECA Local District		
		2008 - 2009 District Admission	MDECA Local District		
✕	✎	2008 - 2009 Aug 27, 2008 Building Admission	MDECA High School	DFLT	

- NOTE: Because the student is being deleted for the next school year, a confirmation message will display listing all of the student's records that will be deleted. Click OK to continue.

Home » SIS » Student » Admission History » Edit History Details

WARNING: You are working with a Future School Year

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

Deleting this admission record will completely remove the student for the selected school year. This includes all records associated with the student, course history, fees, grades, etc.

Are you sure you want to delete the following admission event?
Building Admission on 8/27/2008

- Student Profile
 - Student Annual: 1
 - Student Admission: 1

Ok Cancel

- After the 08/09 enrollment record for this student has been 'whacked', View Archived Student Data screen displays stating that the student data has been archived. Click the magnifying glass icon to view a summary of the student's archived data.

Home » SIS » School » Student Archive

WARNING: You are working with a Future School Year

View Archived Student Data

From this page users can view Student's deleted enrollment data.

Student	Type	By	Date
BUSH, LAURA	Withdraw	Julie Brennan	3/24/2008 11:45:00 AM

6. Use student search to verify that the whacked student does not have a record in 08/09.

The screenshot shows the DASL system interface. At the top, there are navigation tabs: Home, SIS, Teacher Menu, EZ Query, Management, EMIS, My Account, ITC, Local, Develop, and Sitemap. Below the navigation, the user 'Julie Brennan' is logged in. The main content area displays 'No Student is Currently Selected'. A search bar contains 'MDECA High School' and '2008-2009 (LIVE)'. Below the search bar, there is a 'Find' button and an 'Advanced Search' button. A yellow warning banner reads 'WARNING: You are working with a Future School Year'. The main heading is 'Student Search Results' with a sub-heading 'This screen displays student search results and allows you to select a student'. Below this, a yellow box states 'No students found'. At the bottom, there are 'Find' and 'Advanced Search' buttons.

7. Change the working school year back to 07/08 and verify the student's Admission History. Navigate to the following breadcrumb trail: Home » SIS » Student » Admission History » Edit History Details. Note the district withdrawal is the last admission event on Admission History.

The screenshot shows the DASL system interface. At the top, there are navigation tabs: Home, SIS, Teacher Menu, EZ Query, Management, EMIS, My Account, ITC, Local, Develop, and Sitemap. Below the navigation, the user 'Julie Brennan' is logged in. The main content area displays 'BUSH, LAURA' with ID: 0051, Gender: F, Grade: 11, Counselor: MDECA High School, and Homeroom: MDECA High School. The school year is set to '2007-2008 (LIVE)'. Below the student information, there is a breadcrumb trail: Home » SIS » Student » Admission History » Edit History Details. The main heading is 'Admission/Calendar History Details' with a sub-heading 'Click on the edit and delete icons to manage the student's admission events.'. Below this, there is a 'School Year Type' dropdown set to 'Regular'. A table displays the admission history:

Year	Date	Event	School	Calendar	Code
2001 - 2002	Aug 15, 2001	District Admission	MDECA Local District		
2001 - 2002	Aug 15, 2001	Building Admission	MDECA High School	DFLT	1ST DIST ATTENDED
2002 - 2003		Intrabuilding Progression	MDECA High School	DFLT	
2003 - 2004		Intrabuilding Progression	MDECA High School	DFLT	
2004 - 2005		Intrabuilding Progression	MDECA High School	DFLT	
2005 - 2006		Intrabuilding Progression	MDECA High School	DFLT	
2006 - 2007		Intrabuilding Progression	MDECA High School	DFLT	
2007 - 2008		Intrabuilding Progression	MDECA High School	DFLT	
2007 - 2008	Mar 24, 2008	Building Withdraw	MDECA High School	DFLT	TO PRIVATE SCHOOL
2007 - 2008	Mar 24, 2008	District Withdraw	MDECA Local District		

Scenario 4: Larger districts with multiple elementary buildings may have this situation. A student transfers from Elementary A to Elementary B within the district after the student has already been promoted/bulk enrolled for the new school year into Elementary A. Therefore, this student needs to be removed/whacked from Elementary A 08/09 school year building, and then re-promoted/enrolled into the 08/09 Elementary B school year building.

1. Elementary A needs to follow the instructions for 'whacking' the student from Elementary A for the new school year.
2. Elementary B would follow the instructions for Student Promotion in Elementary B for the current school year.
3. Elementary B would follow the instructions for Student Bulk Enrollment for Elementary B for the new school year.