

Rollover

Rollover involves two types of data: non-student information and student information. Rollover will move certain data from the current school year into the next school year. The Rollover feature is designed to help each school begin their new school year with last year's baseline data and layouts so that the district and schools do not need to rebuild schedules and courses, reconfigure system preferences, and more.

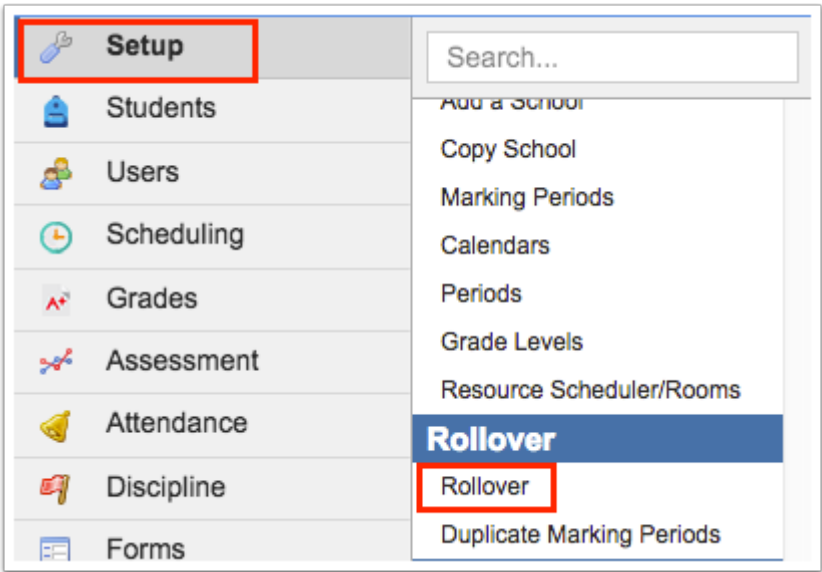
Non-Student Data

Rolling Over Non-Student Data

The first step in completing rollover is to roll non-student data into the next school year, and then configuring that data to ensure student rollover will be successful.


⚠ Ensure the current school year is selected at the top-right corner of the screen.

1. In the **Setup** menu, click **Rollover**.



The data elements are organized into two categories, School-specific Data and District-wide Data. For school-specific data, you will select the schools whose data will be rolled. District-wide data such as the Course Catalog and Post-Secondary Programs should be rolled prior to rolling school-specific data elements such as Courses and Sections.

2. To roll district-wide data, under **District-wide Data** select the data elements to roll, or select the **Select All** check box to select all items in the list.

 District-wide Data

☒ Select All

☒ Address Catalog (0)

☒ Automatic Course Requests (0)

☒ Course Catalog (0)

☒ Custom Student Groups (0)

☒ Default System Preferences (0)

☒ Fees (0)

NB: You must roll courses and sections for ALL schools with associated fees, as well as post-secondary programs, before you can roll fees for the district.

☒ Gradebook Templates (0)

☒ Post-Secondary Programs (0)

☒ Question Standards (15)


☒ School Choice - Customize Application Options (32)

☒ School Choice Programs (3)

☒ School Choice Students (11)

☒ Standards (0)

Roll selected data from
2022-2023 to 2023-2024



Be sure to deselect any school-specific data elements that you do not want to roll at this time.

District-Wide Data Elements	Description
Address Catalog	Includes the data from Setup > Address Catalog
Automatic Course Requests	Includes the data from the District Requests tab in Scheduling > Automatic Course Requests
Course Catalog	Includes the data from Scheduling > Course Catalog
Custom Student Groups	Includes the data from Students > Student Groups

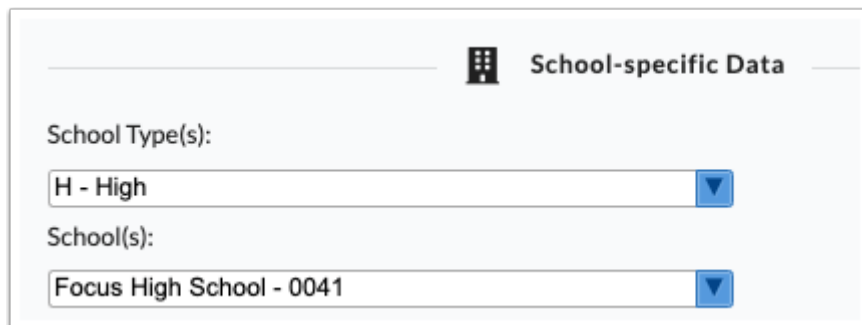
District-Wide Data Elements	Description
Course Completion Codes	Includes the data from Scheduling > Course Completion Codes
Default System Preferences	Includes the default system preferences from Setup > System Preferences > Default School Preferences, Default User Preferences, and Default District Preferences
Fees	Includes data on the various fees set up and assigned to sections. Fees should be rolled <u>after</u> courses, sections, and post-secondary programs are rolled.
Gradebook Templates	Includes the data from Setup > Gradebook Templates
Post-Secondary Programs	Includes the data from Billing > Modify Programs
Question Standards	Rolls over questions linked to standards in LMS. Question Standards should be rolled after Standards.
School Choice - Customize Application Options	Includes the options from Setup > School Choice Setup > Customize Application - Magnet, SPA, and Choice tabs.
School Choice Programs	Includes the data from Setup > School Choice Setup
School Choice Students	Rolls students' choice status into the next year
Standards	There are two types of standards housed in Focus: local standards and imported K-12 or CTE FLDOE standards. Local standards are those created by the district. These standards are generally used for elementary report cards. K-12 or CTE FLDOE imported standards are year-specific. If the FLDOE makes a change to a standard for the upcoming school year, Focus will import these standards for the district on request. This is normally done over the summer once any changes are made available on CPALMS or FLDOE. If your district only houses local standards in the database, proceed with

District-Wide Data Elements	Description
	rolling over standards. If your district uses imported standards or a combination of local standards and imported standards, contact your Account Executive or Tier 1 representative to discuss the best option to move or import standards into the upcoming school year.

3. To roll school-specific data, first select the schools whose data will be rolled. If desired, select one or multiple **School Type(s)** to filter the list of schools in the School(s) pull-down.

For example, to roll data only for the district's high schools, select H - High. The School(s) pull-down will now only include the high schools.

4. In the **School(s)** pull-down, select the schools for which to roll data. The school you are currently logged into is automatically selected.



The screenshot shows a user interface titled "School-specific Data" with a building icon. It contains two dropdown menus. The first is labeled "School Type(s):" and has "H - High" selected. The second is labeled "School(s):" and has "Focus High School - 0041" selected. Both dropdowns have a blue arrow icon on the right side.

5. Select the school-specific data elements to roll, or select the **Select All** check box to select all items in the list.

School-specific Data

School Type(s):

School(s):

☒ Select All

☒ Attendance Codes

☒ Automatic Course Requests

☒ Calendars

☒ Courses

☒ Eligibility Activity Codes

☒ Grade Posting Averaging

NB: You must roll Grade Posting Averaging and Marking Periods at the same time in order for the Grade Posting Averaging scheme contents to roll as expected

☒ Honor Roll Setup

☒ Marking Periods

☒ Report Card Comment Codes

☒ Report Card Grade Codes

☒ Scheduling Teams

☒ School Periods

☒ Sections

NB: You must roll calendars, courses, grade posting averaging, marking periods, report card grade codes, and school periods at the same time or before rolling sections. Scheduling Teams should also be rolled before Sections, if used.

☐ Students

School-Specific Data Elements	Description
Attendance Codes	Includes the data from Attendance > Attendance Codes
Automatic Course Requests	Includes the data from the School Requests tab in Scheduling > Automatic Course Requests
Calendars	Includes the data from Setup > Attendance Calendar
Courses	Includes courses and course setup data from Scheduling > Courses & Sections
Eligibility Activity Codes	Includes the data from Eligibility > Setup Activities
Grade Posting Averaging	Includes the data from Setup > Grade Posting Averaging
Honor Roll Setup	Includes the data from Grades > Honor Roll Setup
Marking Periods	Includes the data from Setup > Marking Periods

School-Specific Data Elements	Description
Post-Secondary Gradebooks	Includes data contained within teacher Gradebooks. Post-Secondary Gradebooks should not be rolled until the current school year has ended.
Post-Secondary Schedules	Includes data contained in student schedules. Post-Secondary Schedules should not be rolled until the current school year has ended.
Report Card Comment Codes	Includes report card comments from Grades > Grading Scales & Comments
Report Card Grade Codes	Includes grading scales from Grades > Grading Scales & Comments
Scheduling Teams	Includes the data from Scheduling > Teams
School Periods	Includes the data from Setup > Periods
Sections	<p>Includes sections and section setup data from Scheduling > Courses & Sections</p> <p>Note: Only active sections will roll over. Inactive sections will not roll over.</p>
System Preferences	<p>Includes the school preferences from Setup > System Preferences > School Preferences. When selected, Gradebook Configuration settings will roll over to the new school year. Note: All teacher Gradebook Configuration settings are syear specific, and will roll over, except when Gradebooks are configured separately for each section. For teachers who configure Gradebooks separately for each section, the district or school's default Gradebook Configuration settings will be applied to any new course the teacher is scheduled for, and the teacher can update the configuration settings.</p>
Tardy Thresholds	Includes the data from Attendance > Attendance Setup > Tardy Thresholds
Waitlist Requests	Includes the data from Scheduling > Waitlist

i When a data element is grayed-out, this indicates this element was already rolled into the next school year. The number in parentheses indicates the number of items that were rolled. Data elements can be re-rolled. This will overwrite the data that has already been rolled into the new school year. This means any changes that have been made in the new school year will be overwritten.

! Calendars, Courses, Grade Posting Averaging, Marking Periods, Report Card Grade Codes, and School Periods must be rolled at the same time or before rolling Sections. This is necessary to ensure that sections are properly configured for the upcoming school year. Scheduling Teams should also be rolled before Sections, if used.

! Non-student data elements related to scheduling should not be re-rolled once work has started in the upcoming school year. Sections can be re-rolled if the school is still at the requests stage of the scheduling process. Courses should not be re-rolled after requests have been entered, and sections should not be re-rolled after students have been scheduled.

6. Once data elements have been selected, click **Roll selected data from (current school year) to (next school year)** at the bottom of the screen.



Roll selected data from
2022-2023 to 2023-2024

i The "Roll selected data from (current school year) to (next school year)" button will be disabled if there are issues with the data elements you are attempting to roll. A message will display at the top of the screen highlighted in red indicating the issues that must be resolved before you can roll.

Please correct the following issues before rolling:

- You must roll calendars, courses, grade posting averaging, marking periods, report card grade codes, and school periods *at the same time or before* rolling sections for Owl High School - 0041.

A green check mark and confirmation message is displayed once the roll is complete.



The selected data has been rolled.

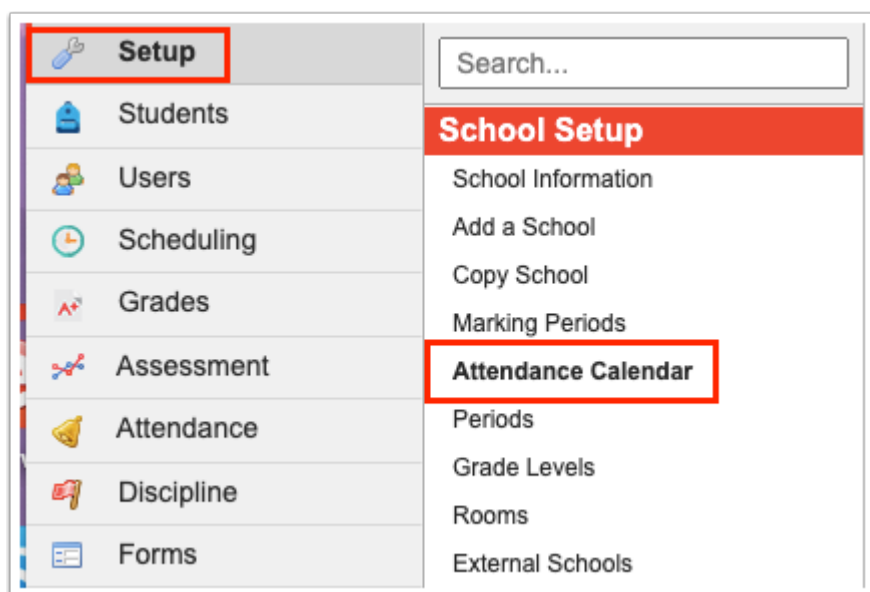
Reviewing and Updating Non-Student Data Following Rollover

After rolling non-student data, there are several areas in Focus that will need to be updated in the new school year: Attendance Calendar, Marking Periods, Periods, Grade Levels, and System Preferences. For Periods and Grade Levels, no updates need to be made in the new school year unless there will be changes. If the dates for the school year have not been officially approved, approximate dates can be set in Attendance Calendar and Marking Periods. Be sure to update these dates once they have been approved by the district.

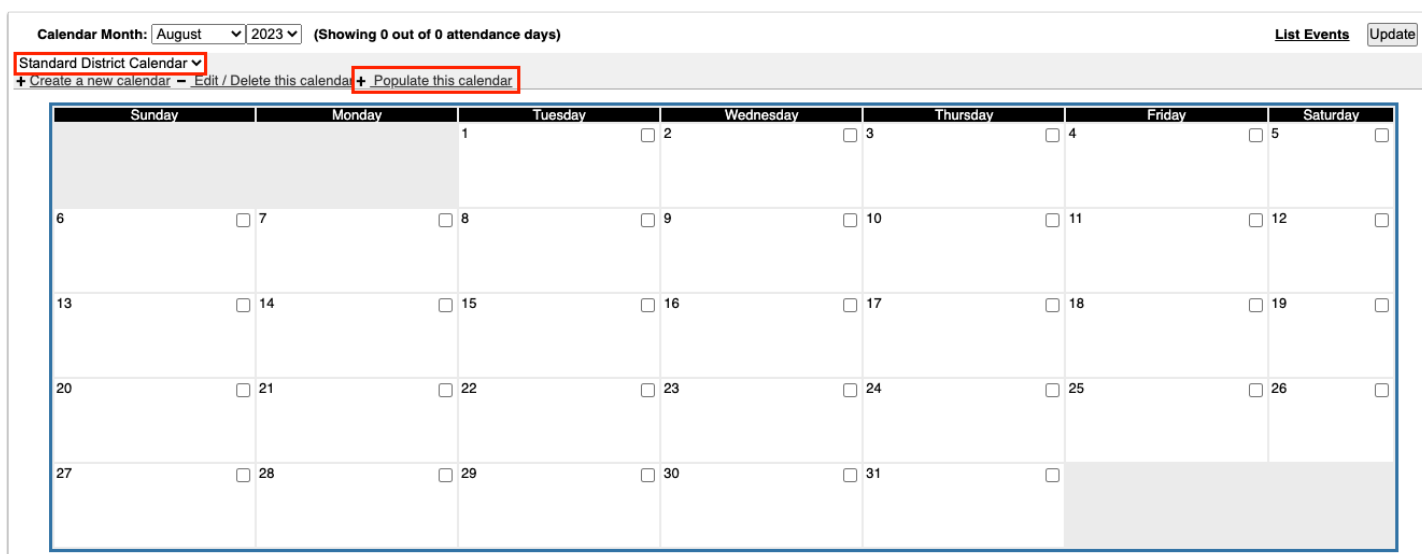
The updates to non-student data can be done in one district school, and then copied to other district schools using the [Copy School](#) screen. For example, the updates can be made in one elementary school, and then copied to the other district elementary schools.

Attendance Calendars

1. Select the upcoming school year at the top-right corner of the screen.
2. In the **Setup** menu, click **Attendance Calendar**.





3. At the top-left corner of the screen, select the calendar to update from the pull-down.
4. [Update the calendar dates](#) using the **Populate this calendar** feature.
5. If the school is using a rotation schedule, [update the rotation days](#) on the calendar using the **Populate this calendar** feature. Rotation days can also be [manually updated](#).





Marking Periods


1. In the **Setup** menu, click **Marking Periods**.


 **Setup**


 Students


 Users


 Scheduling

 Grades

 Assessment

 Attendance

 Discipline

 Forms

School Setup

School Information

Add a School

Copy School

Marking Periods

Attendance Calendar

Periods

Grade Levels

Rooms

External Schools

2. Update the **Begins** and **Ends** dates for each marking period. Before the school year begins, the grade posting window, standards grade posting window, and grade 12 grade posting window should be updated.

Full Year

Full Year FY1

TitleShort NameSort Order

August102023May282024

BeginsEnds

May222024May 30, 2024 5:00 PM

Grade Posting BeginsGrade Posting Ends

Standards Grade Posting BeginsStandards Grade Posting Ends

Course Registration BeginsCourse Registration Ends

Grade 12 Posting BeginsGrade 12 Posting Ends

1 Year

Year

Full Year

3 Semesters

Semester

Semester 1

Semester 2

Summer School

+

Periods

1. In the **Setup** menu, click **Periods**.

Rollover

Page 10

Setup

Students

Users

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Grades

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Periods

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Rooms

External Schools

2. Verify that periods are configured correctly, and update the start times, end times, and length as needed. Verify that each period is correctly marked for **Used for Attendance** and **Required for Scheduling**.

Save

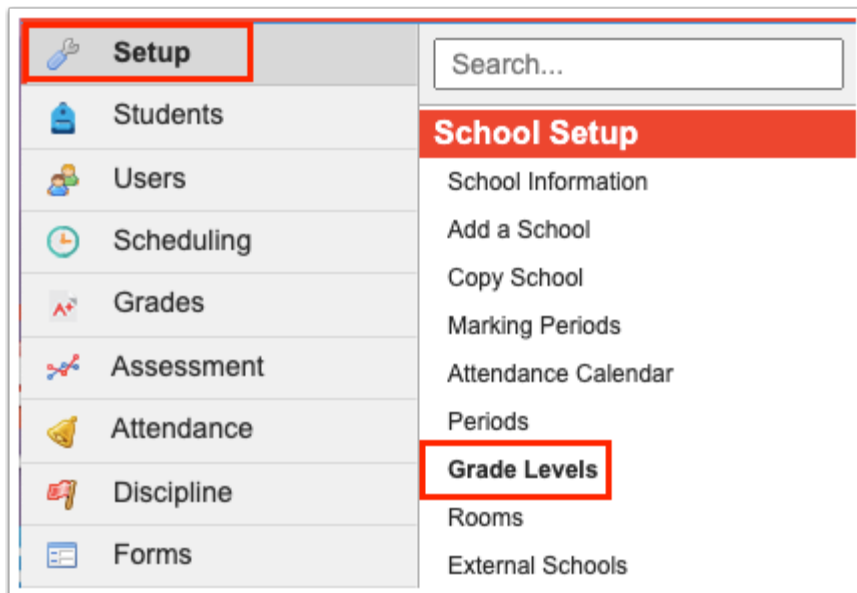
01

+ Add/Modify Bell Schedules




	Title	Short Name	Sort Order	Start Time	End Time	Length (minutes)	Used for Attendance	Required for Scheduling
-	01	01	1	07:34 AM	08:29 AM	55	✓	✓
-	02	02	2	08:34 AM	09:24 AM	49	✓	✓
-	03	03	3	09:28 AM	10:18 AM	49	✓	✓
-	04	04	4	10:22 AM	11:12 AM	49	✓	✓
-	05	05	5	11:52 AM	12:42 PM	49	✓	✓
-	06	06	6	12:46 PM	01:36 PM	49	✓	✓
-	07	07	7	01:40 PM	02:30 PM	49	✓	✓
-	08	08	8	02:40 PM	03:30 PM	50	✗	✗
+	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grade Levels

1. In the **Setup** menu, click **Grade Levels**.

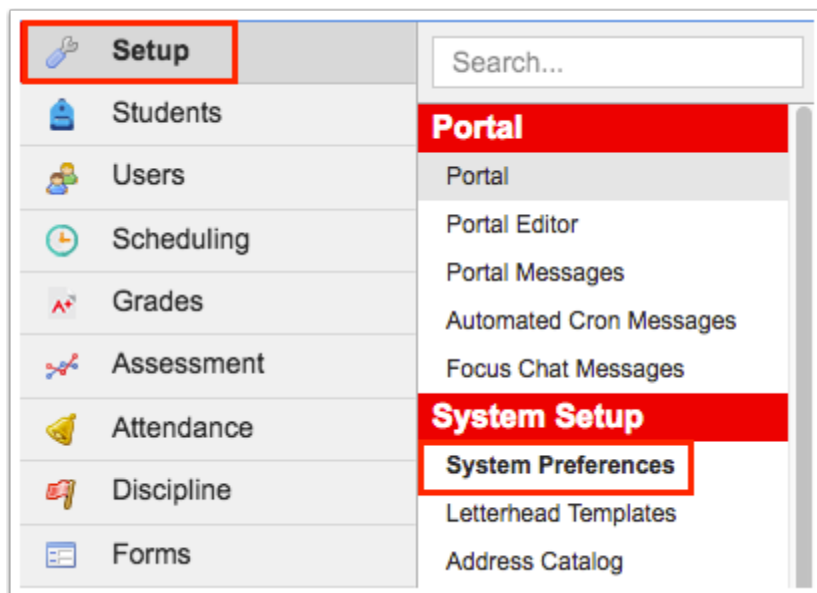


2. Verify that grade levels are set up correctly, and that the grade level with a sort order of 1 is the grade level students will roll into when transitioning into this school from another (such as elementary school to middle school).

8 Grade Levels 								Save
								Search 
	Title	Short Name	Sort Order	Next Grade	Start Year	End Year	Students can roll into this grade level	Used for Zoning
-	09	09	1	10	-	-	✓	✓
-	10	10	2	11	-	-	✓	✓
-	11	11	3	12	-	-	✓	✓
-	12	12	4	-	-	-	✓	✓
-	06	06	8	07	-	-	✗	✓
-	07	07	9	08	-	-	✗	✓
-	08	08	10	09	-	-	✗	✓
-	PK	PK	15	-	-	-	✗	✓
+	<input type="text"/>	<input type="text"/>	<input type="text"/>	N/A 	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

System Preferences

1. In the **Setup** menu, click **System Preferences**.



2. Review the School Preferences and update any preferences as needed.

! Do not change the "Default school year" until rollover is complete and the current school year is over.

Save

School Preferences | Default School Preferences | Default User Preferences | District Preferences | Single Sign-on

General | Grading | Attendance | Enrollment | Scheduling | Localization | Billing

Set System Preference settings for the current school.
By default, each school inherits its System Preferences from the "Default School Preferences" in the next tab.
You can override any of the defaults for this school by unchecking the default in the right-most column.

	Defaults
Teachers Discipline Referral View	Referrals entered by the teacher ▾
Allow Teachers to Search Entire School for Positive Behaviors	<input checked="" type="checkbox"/> (OWN)
Alert Teachers when a Referral is Closed	<input type="checkbox"/> (No)
Maximum number of ISS/OSS days for an ESE/504 Student	<input type="checkbox"/> (empty)
Maximum number of ISS days for an ESE/504 Student	<input type="checkbox"/> (empty)
Maximum number of OSS days for an ESE/504 Student	<input type="checkbox"/> (empty)
Victim Letter	N/A ▾
Enable Minor Infractions	<input type="checkbox"/> (empty)
Enable Closing of Unprocessed Referrals	<input type="checkbox"/> (empty)
Enable Voiding of Forms	<input type="checkbox"/> (empty)
Display Referral Code With Title	<input type="checkbox"/> (empty)
Enable "All Schools" checkbox when linking a SESIR	<input type="checkbox"/> (empty)
Add student log entries by default when using Print Letters and Send Emails	<input type="checkbox"/> (empty)
Add user log entries by default when using Print Letters and Send Emails	<input type="checkbox"/> (empty)

Using Copy School in the New Year

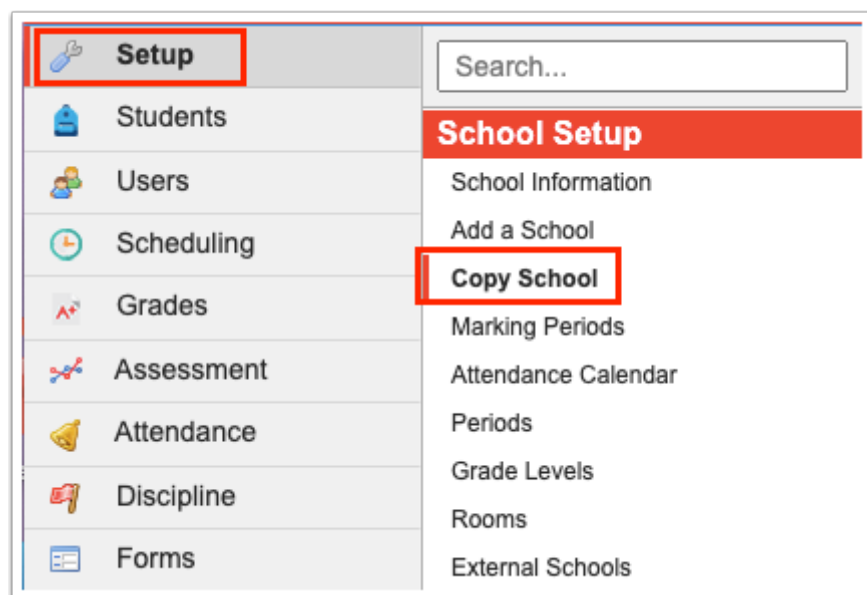
Once all the configuration options have been finalized for a school in the upcoming school year, the [Copy School](#) feature can be used to update other schools that should receive this information.

! Ensure you are logged into the school that has the updated information, and that the new school year is selected at the top-right corner of the screen.

! If the school you are copying calendar dates from and the schools you are copying calendar dates to have different rotation schedules, the rotation days from the calendar you are copying from will override the rotation days on the calendars of the schools being copied to.

For example, school A has a calendar with a 4 day rotation, and the calendar dates are being copied to schools B-Z. School B has a 6 day rotation. After copying the calendar dates, school B's calendar now only has rotation days A-D, and days E and F have been removed from the calendar.

1. In the **Setup** menu, click **Copy School**.



2. Select **Copy to an Existing School**.

Copy School Setup

Copy the data from Owl High School:

☐ Create a New School
 ☒ Copy to an Existing School

Filter:

Clear Filter

Check All Uncheck All

Total selected: 0

Existing School(s):

☐ Applicants
 ☐ Academy - 0391
 ☐ High School
 ☐ School
 ☐ Florida Virtual HS - 0600
 ☐ Florida Virtual MS - 0500

☐ Calendars
 ☐ Calendar Dates
 ☐ School Periods
 ☐ Marking Periods
 ☐ Marking Period Dates
 ☐ Report Card Grade Codes
 ☐ Report Card Comment Codes
 ☐ Referral Form
 ☐ Eligibility Activity Codes

3. Select the schools that will receive this information.

Copy School Setup

Copy the data from Owl High School:

☐ Create a New School
 ☒ Copy to an Existing School

Filter:

Clear Filter

Check All Uncheck All

Total selected: 3

Existing School(s):

☐ Applicants
 ☐ Academy - 0391
 ☐ High School
 ☐ School
 ☐ Florida Virtual HS - 0600
 ☐ Florida Virtual MS - 0500
 ☐ Focus Center - 0106
 ☐ Focus Collegiate School - 0382
 ☐ Focus Community College - C908
 ☐ Focus Elementary School - 0311
 ☐ Focus K-8 School - 0111
 ☒ Focus Middle School
 ☐ Focus Owl Elementary - 0161
 ☒ Focus West High School - 0101
 ☐ Home Educated Students - N998
 ☐ John McKay Scholarship - 3518
 ☐ Combo School - 0291
 ☒ Middle/High School - 0131
 ☐ Montessori
 ☐ Juven. Detention

☐ Calendars
 ☐ Calendar Dates
 ☐ School Periods
 ☐ Marking Periods
 ☐ Marking Period Dates
 ☐ Report Card Grade Codes
 ☐ Report Card Comment Codes
 ☐ Referral Form
 ☐ Eligibility Activity Codes
 ☐ Attendance Codes
 ☐ Grade Levels
 ☐ Courses, Subjects, & Sections*
 ☐ Graduation Programs
 ☐ Grade Posting Averaging
 ☐ Billing Categories
 ☐ Billing Payment Methods (Special Payment Type options won't be copied)

4. Select the information that will be copied. In most instances, Marking Period Dates and Calendar Dates are copied following rollover.

! If the master schedule was rolled into the next school year for the schools, selecting to copy Calendars and Marking Periods will break the links between the sections and the calendars and marking periods and will create issues with the master schedule. Only copy Calendar Dates and Marking Period Dates.

When Calendar Dates is selected, the calendar pull-down becomes available for selection, containing all of the schools calendars.

Copy School Setup

Copy the data from Owl High School:

☐ Create a New School

☒ Copy to an Existing School

Filter:

Clear Filter

[Check All](#)

[Uncheck All](#)

Total selected: 3

Existing School(s):

☐ Applicants

☐ Academy - 0391

☐ High School

☐ School

☐ Florida Virtual HS - 0600

☐ Florida Virtual MS - 0500

☐ Focus Center - 0106

☐ Focus Collegiate School - 0382

☐ Focus Community College - C908

☐ Focus Elementary School - 0311

☐ Focus K-8 School - 0111

☒ Focus Middle School

☐ Focus Owl Elementary - 0161

☒ Focus West High School - 0101

☐ Home Educated Students - N998

☐ John McKay Scholarship - 3518

☐ Combo School - 0291

☒ Middle/High School - 0131

☐ Calendars

☒ Calendar Dates

☐ School Periods

☒ Marking Periods

☐ Marking Period Dates

☐ Report Card Grade Codes

☐ Report Card Comment Codes

☐ Referral Form

☐ Eligibility Activity Codes

☐ Attendance Codes

☐ Grade Levels

☐ Courses, Subjects, & Sections*

☐ Graduation Programs

☐ Grade Posting Averaging

☐ Billing Categories

☐ Billing Payment Methods (Special Payment Type options won't be copied)

5. Select the calendar to copy the dates from. If no calendar is selected, all of the school's calendar dates will be copied.

i

It is important that the naming convention for calendars is consistent throughout all of the schools. Calendar dates from the calendar named "Default" will only copy to the calendar named "Default" at the selected schools.

Copy School Setup

Copy the data from Owl High School:

☐ Create a New School

☒ Copy to an Existing School

Filter:

Clear Filter

[Check All](#)

[Uncheck All](#)

Total selected: 3

Default

☐ Calendars

☒ Calendar Dates

☐ School Periods

☒ Marking Periods

☐ Marking Period Dates

6. Click **OK** at the bottom of the screen.

Copying Calendar Dates & Marking Period Dates is safer than copying Calendars and Marking Periods.

* You *must* copy school periods, marking periods, calendars, and report card grade codes to copy courses.

OK

Cancel

A green check mark and confirmation message is displayed.

✓ The data has been copied.

OK

Students

Before beginning the process of rolling the district's students to the next year, it is important to have an overall plan for the district.

- Are students going to be manually rolled or be rolled with a scheduled job?
- Is the Set Next School scheduled job going to be used, and if so, is the Address Catalog loaded?
- Does the district have School Choice or specific Educational Choice considerations?
- Does your district share a database with a CTE school, and if so, how will grade 30 and 31 be handled?


There are three main options that can be used for student rollover:

- Manually rolling students - With the manual rollover process, the district will roll students through the Rollover screen. The Rollover scheduled job will not be used, nor the Set Next School scheduled job.
- Rolling students automatically - The district will use the Rollover scheduled job, but not the Set Next School scheduled job.
- Rolling students automatically using the Address Catalog - The district will use the Set Next School scheduled job, based on the Address Catalog, with the Rollover scheduled job.

Setting the Rolling/Retention Options and Next Grade on an

Individual Student

Before rolling students into the next school year, the Rolling/Retention Options and Next Grade should be set for each student. **This must be done in the current school year.** This can be done in each student record individually, or en masse using [Mass Assign Student Info](#) or Runquery. Districts rolling students automatically using the Address Catalog can set the Rolling/Retentions Options through the Set Next School scheduled job. Students without the Rolling/Retention Options set will not roll into the next school year. Any new students enrolled in the current year will need to have their Rolling/Retention Options set.

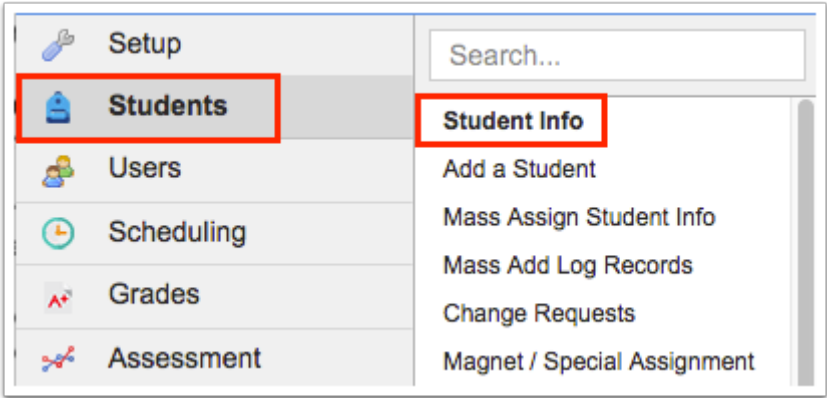


Best practices for retained students: Since rollover is done far before the end of the school year, most schools will not yet know which students will be retained. Students who are questionable should be treated as though they are being promoted to the next grade level. If the student ends up being promoted, no action needs to be taken.

If your district is manually rolling students, students who will be retained will need their enrollment grade level updated in the next school year. If this will change the student's school in the next school year or if the student is a senior, a process should be established at the district to determine if the district office or schools are responsible for making data changes.

If using the Rollover scheduled job, the student's Rolling/Retention Options can be changed to "Retain." The next time the Rollover scheduled job is run, the student's enrollment record will be updated appropriately.

1. In the **Students** menu, click **Student Info**.



2. On the Search Screen, enter search criteria to locate the student and click **Search**.

Search ScreenSimple ListCustomized List

Student Search

Student

Student GroupN/A

Search All Schools

Include Inactive Students

More Search Options

Search

Reset

3. In the search results, click the appropriate student.

Search ScreenSimple ListCustomized ListCustomize Student List

Student: acosta

2 Students

Send Messages

Filters: OFF

Search

Photo	Student	Student ID	Grade
	Acosta, Dexter D	00086685	10
	Acosta, Harry P	00058780	10

4. Click **Enrollment** at the top of the student's record.

Acosta, Dexter D

00086685 (Local ID: 12345) - Grade 10

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

ISP Page

Files

SSS

Choice

Billing

Include Inactive

Acosta, Dexter (00086685)

Save

Print

Previous

Next

Refresh

Filter fields...

504

Address

Addresses & Contacts

Admin Notes

Application Courses

General Demographics

Laptop Issue Date

Laptop Serial Number

Acknowledgement of Admissions Statem...

Application Complete







Parent Requirements Understood?

Print a Form/Letter

Errors

Free/Reduced Meals Program

5. Click **View** next to the student's current enrollment record.

Enrollment								
Export  		Filter: OFF	Toggle Columns		Page Size: 20			
	Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	
	2022-2023	Focus High School - 0041		09/02/2022				
 View	2022-2023	Focus High School - 0041	10	08/01/2022	(E01) In Dist...			
 View	2021-2022	Focus High School - 0041	10	08/13/2021	(E01) In Dist...	05/28/2022	(W02)...	
 View	2020-2021	Focus High School - 0041	10	08/13/2020	(E01) In Dist...	05/28/2021	(W02)...	
 View	2019-2020	Focus High School - 0041	09	08/14/2019	(E03) Privat...	05/29/2020	(W01)...	

6. In the **Rolling/Retention Options** pull-down, select the appropriate value for the student.

Next Grade at Current School will be assigned to most students. This option is assigned for students that will receive a typical grade promotion at the end of the year without changing schools. **Retain** is used for students that have failed and will remain in the same grade level for the upcoming school year. **Do Not Enroll After This School Year** is used when the student is graduating, leaving the district at the end of the year, or for Grade 30/31 students. If a student is transferring to another school in the upcoming year, the school can be selected.

Enrollment		Return to Enrollment
Year	2022-2023	
School	Focus High School - 0041	
* Grade Level	10	
* Enrollment Date	08/01/2022	
* Enrollment Code	(E01) In District Previous Year	
Drop Date		
Drop Code		
* Calendar	Standard District Calendar	
Rolling/Retention Options	* Next Grade at Current School *	
Next Grade	Automatic	
Include in Class Rank	Yes	
Graduation Requirement Program	24 Credit	
Team		

7. In the **Next Grade** pull-down, select the appropriate option.

For students that are being promoted, select **Automatic**. The students will progress through the grade levels set up for the school. If the student is moving to a new school (such as middle school to high school), selecting Automatic will tell the system to look for the grade

level assigned a sort order of 1 in Setup > [Grade Levels](#) at the new school. If needed, you can select a specific grade level for the student.

Enrollment [Return to Enrollment](#)

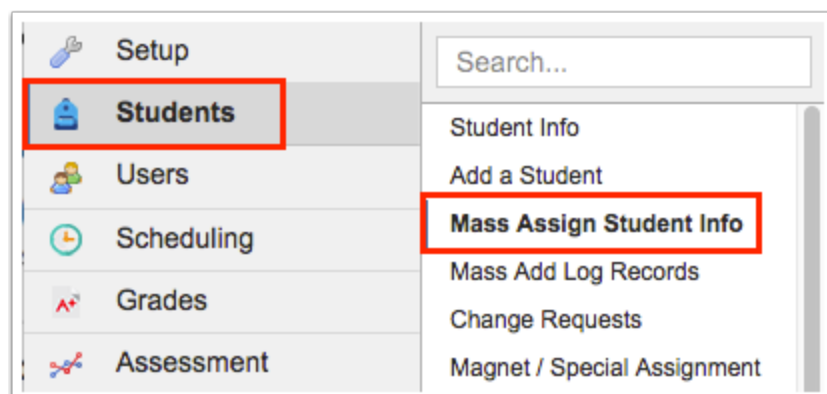
Year	2022-2023
School	Focus High School - 0041
* Grade Level	10
* Enrollment Date	08/01/2022
* Enrollment Code	(E01) In District Previous Year
Drop Date	
Drop Code	
* Calendar	Standard District Calendar
Rolling/Retention Options	* Next Grade at Current School *
Next Grade	Automatic
Include in Class Rank	Yes
Graduation Requirement Program	24 Credit
Team	

8. Click **Save**.

Mass Assigning Rolling/Retention Options for a Group of Students

Instead of individually setting the Rolling/Retention Options for students, [Mass Assign Student Info](#) can be used to mass assign the option to a group of students. Runquery can also be used to mass assign the Rolling/Retention Options.

1. In the **Students** menu, click **Mass Assign Student Info**.



2. On the Search Screen, enter search criteria to locate the group of students. For example, More Search Options can be used to search for students in a specific grade level. When finished, click **Search**.

Search ScreenSimple ListCustomized List

Student Search

General

Last Name

First Name

Student ID

Address

☒ 09

☐ 10

☐ 11

Grade

☐ 12

☐ 06

☐ 07

☐ 08

☐ PK

Calendar

N/A

Student Group

N/A

☐ Search All Schools

☐ Include Inactive Students

Search

Reset

3. Click the **Enrollment** category to view the Enrollment fields.

Save

Student Info to Change En Masse

Letter Logging

Medication Administration

Title 1 SES

Social Workers

Student Documentation

FASTER

SAR

Pre-K

Athletics

General Demographics

Enrollment

Enrollment Start Date

N/A

N/A

N/A

Enrollment Code

N/A

Enrollment Drop Date

N/A

N/A

N/A

Drop Code

N/A

Rolling Retention / Options

N/A

Calendar

N/A

Grad Program

N/A

Team

N/A

4. Select the **Rolling/Retention Options** to assign to the group of students.

Enrollment

Enrollment Start Date N/A N/A N/A

Enrollment Code N/A

Enrollment Drop Date N/A N/A N/A

Drop Code N/A

Rolling Retention / Options Next grade at current school

Calendar N/A

Grad Program N/A

Team N/A

5. Scroll down to the list of students.

6. Select the check box next to each student that will be assigned this option, or select the check box in the column header to select all students in the list. The students not receiving this option can be deselected as needed.

Grade: 09


336 Students 336 Selected

Search

<input checked="" type="checkbox"/>	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Acevedo, Didimo	00056630	09
<input checked="" type="checkbox"/>		Acosta, Archibaldo	00060023	09
<input checked="" type="checkbox"/>		Acosta, Nehueln Renee	00060037	09

7. Click **Save** at the top of the screen.

A green check mark and confirmation message is displayed.

 The selected students were updated.

Search Screen Simple List Customized List

Student Search

Student

Student Group N/A

☐ Search All Schools

☐ Include Inactive Students

[More Search Options](#)

Search Reset

EduChoice/Pre-Rollover Processes

If your district has an existing unique pre-rollover job or uses School Choice/EduChoice, it is important to review these processes prior to rolling the students into the next year. If updates need to be made to accommodate district policy changes, make and validate these changes prior to rolling students.

If the district uses the Set Next School scheduled job, in order to override the job a valid **Next Year EduChoice** needs to be selected on the student's current year enrollment record. This process is optional, and the field only needs to be set if the Set Next School process should be ignored for a student.

The screenshot displays a web-based enrollment form with multiple sections. The 'Educational Choice' section is highlighted, showing a dropdown menu with options: A - Controlled Open Enrollment, B - Special Program (Parental Choice), C - Choice with Transportation, D - Transfer from Persistently Dangerous School, E - Transfer due to being victim of violent crime, F - From a school that received an F for 2 years in a 4-year period, M - McKay Scholarship, and Z - Not Applicable. A blue arrow points from the 'School (Out of District)' field to the 'Next Year EduChoice' dropdown menu, which is currently set to 'Next Year EduChoice'. Other fields include 'Team', 'Prior District', 'Prior Country', 'Student Offender Transfer', 'Second School', 'District (Out of District)', 'EduChoice Duration', and 'Zoned School'.

The **EduChoice Duration** also should be selected to indicate the length of time a student can continue to be enrolled in the out of zone school. Select the grade level that corresponds to the last year a student can be enrolled at that school.

If the student is attending a school other than the school they are currently enrolled in, select the school in the **Rolling/Retention Options** and select the **Next Grade** for the student.

i CTE considerations: If your district shares a database with a technical adult school/ CTE, please coordinate with the school to determine their needs in regards to rolling grade 30 and 31 students. Most districts will mass update all grade 30 and 31 students with the Rolling/Retention Option "Do Not Enroll After this School Year." If using the Rollover scheduled job, the school can mark returning students as "Retained" to have their enrollment regenerated in the new school year, or can manually re-enroll those students based upon the school's enrollment policy.

Rolling Students

After setting the enrollment options for students, students can then be rolled into the upcoming school year. Students are "pulled" into the next grade level or to their new

school. Students are not "pushed." For example, when rolling over a middle school, grade 5 students are pulled into the middle school rather than grade 8 students being pushed into the high school.

i To roll Second School enrollments, ensure the system preference "Rollover Second School Enrollment Records" is enabled in Setup > System Preferences > [Enrollment](#) tab.

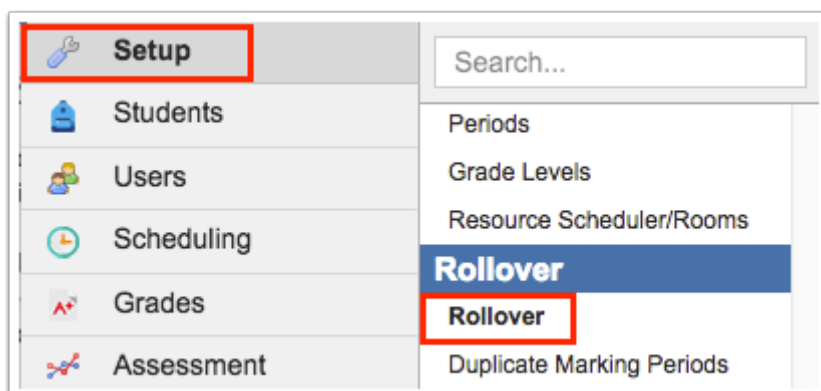
i Students who do not have a Graduation Requirement Program set in their Enrollment record will have the default graduation program at the school they are rolling into assigned to them when rollover is conducted.

Manually Rolling Students

The Rollover screen is used to manually roll students.

i Ensure the current school year is selected at the top-right corner of the screen.

1. In the **Setup** menu, click **Rollover**.



2. Select the schools to roll over in the **School(s)** pull-down. Typically, all students in the district are rolled at once, therefore all the district schools should be selected.

School-specific Data

School Type(s):

School(s):

Elementary - 0251, John McKay S...

3. Select **Students**.

4. Select the **Student Enrollment Start Date** and **Student Enrollment Code**.

In Florida, the Student Enrollment Code is typically set to E01, indicating the student was in the district the previous year.

☒ Students

Student Enrollment Start Date:

August102023

Student Enrollment Code:

E01 - (E01) In District Previous Year

5. Click **Roll selected data from (current school year) to (next school year)**.


Roll selected data from
2022-2023 to 2023-2024

A green check mark and confirmation message is displayed.

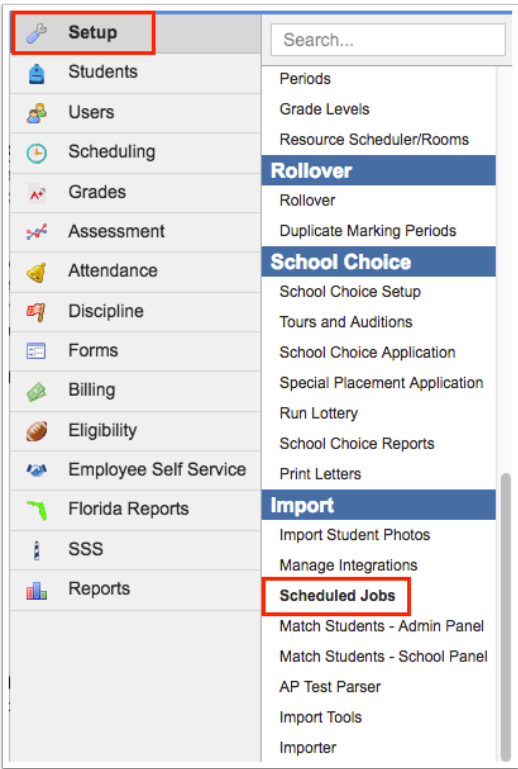
The selected data has been rolled.

Using the Rollover Scheduled Job

The most effective means of rolling students is to use the Rollover scheduled job for recurring student data rollover. Since enrollment information is continually changing, schools may want to continue the rollover process throughout the end of the school year. The Rollover scheduled job will update student data as configured by the district. Students without Rolling/Retention Options set will not be rolled. Any new students enrolled in the current school year will need to have their Rolling/Retentions Options set. This can be done manually or through the [Set Next School](#) scheduled job.

 Ensure the current school year is selected at the top-right corner of the screen.

1. In the **Setup** menu, click **Scheduled Jobs**.



2. At the top-right corner of the screen, select **Rollover** from the pull-down and click **Create Job**.

Rollover ▼

Create Job

Jobs
Execution History

	Job Title	Job Time	Priority	Weekdays	End Date
– Edit	Submit DMV Attendance via FTP	12:00 AM	500	Every day	N/A
– Edit	Parse Addresses	12:00 AM	500	Saturday	January 17, 201
– Edit	Automated Emails	12:00 AM	0	Every day	N/A
– Edit	Transfinder Data Dump	12:15 AM	500	Every day	N/A
– Edit	Transportation Import Transfinder	12:30 AM	500	Every day	N/A
– Edit	Transportation Data Update	12:30 AM	400	Every day	N/A

3. Select the **Run Time**.

It is recommended to select a run time where this scheduled job will not overlap with other scheduled jobs and a time that is outside of the school day as to not interrupt database response time.

4. Enter the **Scheduled Timeframe Start Time** and **End Time** to designate a time frame for which the job can be run.

5. Select the **Weekdays** the job should run.

6. Enter a **Priority**.

The higher the number, the higher the priority when running the job if the job overlaps with other scheduled jobs. Regardless of the priority, Focus recommends avoiding scheduling overlapping jobs.

7. To determine how long the scheduled job's history is stored on the Execution History tab, select the applicable length of time from the **Store Execution History** pull-down.

8. Enter a **Start Date** to determine when the job should start.

9. Enter an **End Date**, if applicable.

For Rollover, this is typically set to around July 1, or the date that the default year is changed to the new school year.

10. Enter an **E-mail address** to receive an email each time the job is run to review whether the job was successful or if errors were encountered.

11. Enter the **Enrollment date**.

This must be defined or the current date will be used each time the job is run. This will cause issues in the new school year, as the date will be considered invalid. Typically the enrollment date corresponds to the first day of school for students.

12. Enter the **Enrollment code**.

This must be defined.

13. Click **Save**.

BackSave

Rollover

Run Time

1200AM

Scheduled Timeframe

Start Time:End Time:

Weekdays

☒ Monday☒ Tuesday☒ Wednesday☒ Thursday☒ Friday☒ Saturday☒ Sunday

Priority

If multiple jobs are scheduled to run in the same time slot, high-priority jobs will run before low-priority jobs.

500

Store Execution History

Keep the execution history for the selected timeframe (Default: 30).

30

Start Date

If set, this is the first day the cron job will run.

04/03/2023

End Date

If set, this is the last day the cron job will run.

07/01/2023

E-mail address

The results of the cron job will be sent to this address.

Enrollment date:

08/10/2023

The current date will be used if this is left blank.


Enrollment code:

E01

The Rollover job is added to the list of jobs in the Jobs tab, and will run according to the schedule set.

Using the Set Next School Scheduled Job

The Set Next School scheduled job is used in conjunction with the Address Catalog. This will automatically enroll elementary students into their zoned middle school and middle school students into their zoned high schools. The Set Next School scheduled job must be scheduled to run before the Rollover scheduled job. If the district has a unique scheduled job for pre-rollover updates/EduChoice/School Choice, the job must be scheduled to run before the Set Next School scheduled job. The district must use the Address Catalog in order to use the Set Next School scheduled job.

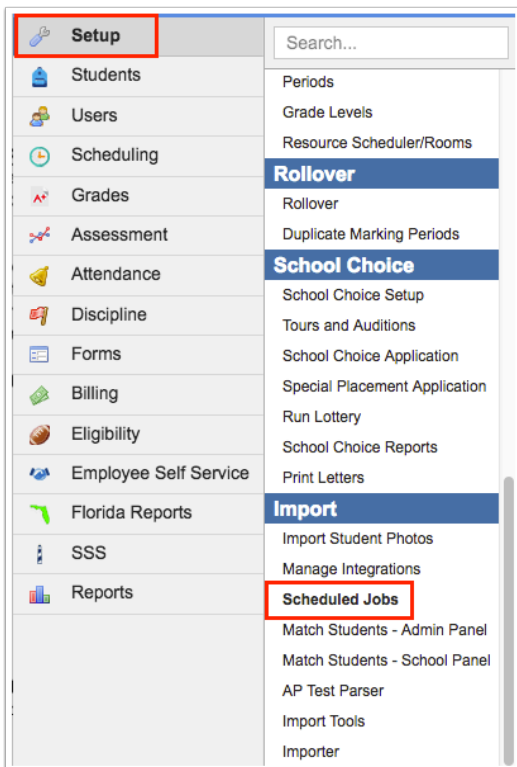


Ensure the system preference "Use the Address Catalog for address validation" is enabled in Setup > System Preferences > [Enrollment](#) tab, and ensure the [Address Catalog](#) has been loaded and is accurate.

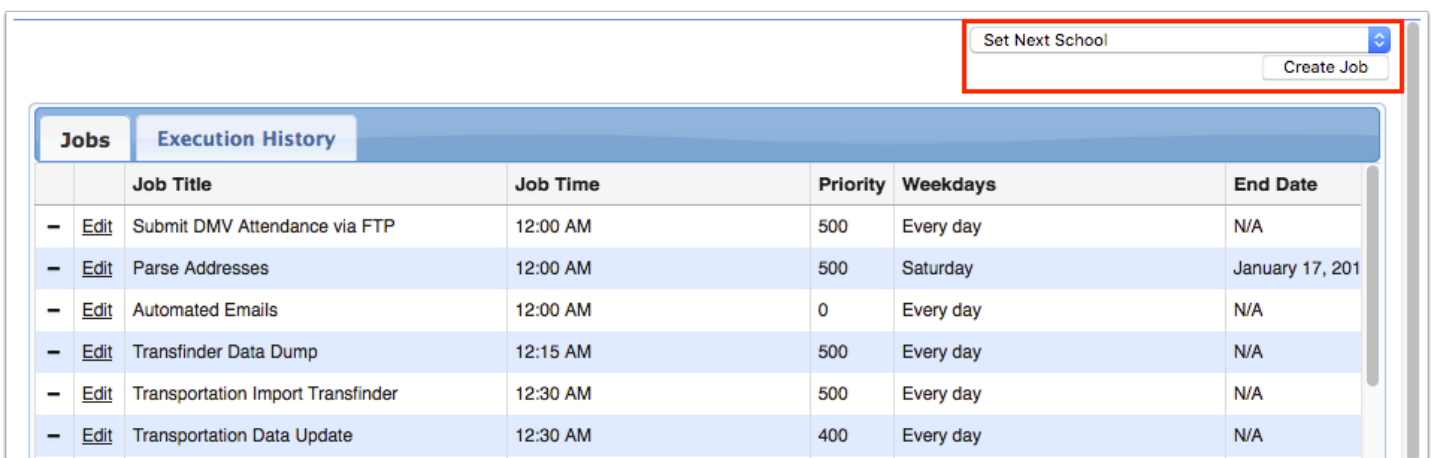
Ensure "Students can roll into this grade level" and "Used for Zoning" are selected on the appropriate grade levels in Setup > [Grade Levels](#).

It is recommended that districts review the [Invalid Address Report](#) in the Students menu before running the Set Next School scheduled job. Fix any invalid student addresses. If a student's address is left invalid, the student will still roll in the Rollover job according to the existing Rolling/Retention Options on the enrollment record.

1. In the **Setup** menu, click **Scheduled Jobs**.



2. At the top-right corner of the screen, select **Set Next School** from the pull-down and click **Create Job**.



3. Select the **Run Time**.

It is recommended to select a run time where this scheduled job will not overlap with other scheduled jobs and a time that is outside of the school day as to not interrupt database response time.

4. Enter the **Scheduled Timeframe Start Time** and **End Time** to designate a time frame for which the job can be run.

5. Select the **Weekdays** the job should run.

6. Enter a **Priority**.

The higher the number, the higher the priority when running the job if the job overlaps with other scheduled jobs. Regardless of the priority, Focus recommends avoiding scheduling overlapping jobs.

7. To determine how long the scheduled job's history is stored on the Execution History tab, select the applicable length of time from the **Store Execution History** pull-down.

8. Enter a **Start Date** to determine when the job should start.

9. Enter an **End Date**, if applicable.

10. Enter an **E-mail address** to receive an email each time the job is run to review whether the job was successful or if errors were encountered.

11. Select **Send email only when fails** to receive an email only when the job fails.

12. Select the **Gradelevels** the job will run for.

Selecting the grade levels allows for some flexibility when running Set Next School if you do not want to move students who are currently enrolled in an out of zone school. For example, you may only want to use the Address Catalog to determine the middle and high school students being promoted to a new school, but not affect out of zone students.

13. Select **Force update** to set the Next School field on students who already have a next school set.

14. Click **Save**.

Set Next School

Run Time
12 :00 AM

Scheduled Timeframe
Start Time: End Time:

Weekdays
☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday ☒ Sunday

Priority
If multiple jobs are scheduled to run in the same time slot, high-priority jobs will run before low-priority jobs.
500

Store Execution History
Keep the execution history for the selected timeframe (Default: 30).
30

Start Date
If set, this is the first day the cron job will run.

End Date
If set, this is the last day the cron job will run.

E-mail address
The results of the cron job will be sent to this address.

Send email only when fails
It will send an email only if the job fails.
☐

Gradelevels
Select the grade levels the job will run for.
☐ PK ☐ KG ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☒ 05 ☐ 06 ☐ 07 ☒ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12

Force update on all students
Force the job to run on students who already have a next school set.
☐ Force update

The Set Next School job is added to the list of jobs in the Jobs tab, and will run according to the schedule set.