

STEPS FOR WORKING WITH NEXT CENTER

To obtain a listing of the students who will be attending your school during the next school year:

Please note: This process will only give you a list of student for next year, it does not add student records to the 05-06 database. (Those instructions are below)

Be sure you are signed on to School Year 05-06

From the Scheduling menu:

Click the Next Year tab

Click on the “Build Student Records Pre-scheduling” icon

Enter the first day of the next school year (**08/04/05**)

Uncheck the Process Adds Only box

Check the Excel Report Only box

Select one grade level at a time

Press the “Start” button

| School Number and Name | | Next Year Grade Levels | | | | | | Processing Information | | | | | |
|------------------------|--------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| School# | School Name | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Processed | Skipped | Added | Updated |
| 0901 | Bartow Senior High | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

An excel file containing the following information will be displayed:

- Current Year
- Student ID #
- Last Name
- First Name
- Middle Name
- Current Grade
- Current School #
- Current School Name
- Next Grade
- Next School #
- Next School Name
- Zone School #
- Zone School Name

This report can be printed or saved as an Excel file. The report can be processed as often needed.

To Add the students for scheduling for the 05-06

Be sure you are signed on to School Year 05-06

From the Scheduling menu:

Click the Next Year tab

Click on the “Build Student Records Pre-scheduling” icon

Enter the first day of the next school year (**08/04/05**)

Check the Process Adds Only box

The Excel Report Only box should be clear

Select one grade level at a time

Press the “Start” button

Current School: 0901 Bartow Senior High

School Year: 0506

First Day School / Next Year: 08/05/05

Process Adds Only Excel Report Only, No Database Records Added

Select Grade Levels For Each School You Want to Process and Press Start

| School Number and Name | | Next Year Grade Levels | | | | | | | Processing Information | | | | |
|------------------------|--------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| School # | School Name | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Processed | Skipped | Added | Updated |
| ▶ 0901 | Bartow Senior High | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Report Quit

The students will be added to your 05-06 student database.

These procedures can be run as often as needed.