

The TxEIS “How To” Guide Series



## TxEIS Registration

*How to:*  
**COMPLETE MOVE TO GRADE  
REPORTING (MTGR)**

*Developed by the*  
**TEXAS COMPUTER COOPERATIVE**





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# OVERVIEW

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Move to Grade Reporting (MTGR) is a process that closes out the current school year and prepares student records for the next school year by increasing all student grade level by one. This process occurs once a year prior to the start of school and is performed for the entire district. Students who are moving to a higher-level school (e.g., from elementary to middle school) are enrolled at the new campus.

MTGR also uses student course requests from the Scheduling application to create new student class schedules, and moves the student schedules from Scheduling (next year) to Grade Reporting (current year).

Before and after running the program, there are a number of steps required as part of the MTGR process, which are described in this guide. The process of running MTGR occurs in the Registration application; however, there are steps that must be completed in all TxEIS Student applications.

## Prerequisites

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- This guide assumes you are familiar with the basic features of the TxEIS Student system and have reviewed the TxEIS Student Overview guide.
- You must have completed the Scheduling process for secondary campuses. For more information, please see the TxEIS Scheduling - Perform the Scheduling Process for Secondary Students "How To" guide.
- For more detailed information about individual fields, see the online Help in the TxEIS Student system.
- This guide is based on TxEIS 2.0.0005.

## Terminology

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The following terms are used to describe how values are affected by MTGR:

- **Cleared:** The field is set to blank in the next school year.
- **Dropped:** The student's special program enrollment record is not created in the next school year.
- **Reset:** The field is set to the default value in the next school year.
- **Rolled over:** The current year value is carried over (i.e., the same) in the next school year.
- **Set to zero:** The value is changed to zero in the next school year.

### Quick Checklist

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- Complete all end-of-year tasks.
- Schedule students. See the TxEIS Scheduling - Perform the Scheduling Process for Secondary Students "How To" guide.
- Back up databases and log files.
- Enter next year settings.
- Back up databases and log files again.
- Set district and campus MTGR options.
- Perform one or more trial runs. Review reports and correct any errors.
- Perform the live run.
- Verify historical data.
- Verify current year data.
- Rebuild the database.

# COMPLETE END-OF-YEAR CHECKLIST

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Complete the following end-of-year tasks before you begin the MTGR process.

- Verify that all required Attendance audit reports have been printed from TxEIS and stored for your records.
  - Attendance Reports > Audit > SAT0600 - Student Detail Report
  - Attendance Reports > Audit > SAT0670 - Teacher Membership Roster by Control Num
  - Attendance Reports > Audit > SAT0900 - Campus/District Summary Report
  - Attendance Reports > Students > SAT0400 - Daily Attendance Summary
  - Attendance Reports > Students > SAT1800 - Attendance Audit Report
  - Attendance Reports > Students > SAT2300 - Average Daily Attendance
  - Attendance Reports > Students > SAT3600 - Detail Attendance Audit By Student
  - Attendance Reports > Students > SAT3650 - Detail Attendance Audit By Course
  - Attendance Reports > Campus > SAT1600 - Daily Attendance Report II (not required but may be helpful)
  
- Verify that Academic Achievement Records (AAR) and grade labels have been printed for all students at all campuses.
  - Grade Reporting Reports > Grades > SGR2047 - AAR Multi-Year
  - Grade Reporting Reports > Grades > SGR2081 - Student Grade Labels
  - Grade Reporting Reports > Grades > SGR2091 - Elementary Grade Labels
  
- Verify that the Grade Averaging and Class Ranking utility has been run for the current year so the GPA information is saved in the database. See the TxEIS Grade Reporting - Run Grade Averaging and Class Ranking "How To" guide for more information.**
  - Grade Reporting > Utilities > Grade Averaging and Class Ranking

### NOTE:

If the high school GPA includes high school credit classes taken at the middle school, check the district policy to see if you should run the Grade Averaging and Class Ranking utility at the middle school for grade levels with credit level H courses.

After you run the Grade Averaging and Class Ranking utility for the current year, run the Cumulative Grade Averaging and Class Ranking utility for credit level H.

- Verify that the year-end-status codes have been assigned for all students at each campus. The year-end-status codes are used during MTGR to determine if students will be retained or promoted.
  - Individually: Registration > Maintenance > Student Enrollment > Demo3
  - By group: Registration > Utilities > Reset Values
- Transfer the high grade level at each campus as a group to the next year campus for all campuses in the district. If this process was completed earlier in the year, run the scheduling transfer again to add all the new students who may have entered school since the last time the scheduling transfer was performed.
  - Registration > Utilities > Transfer > Scheduling Transfer
- Verify that all campuses in the district have created a next year master schedule, including the elementary campuses. The master schedule can consist of just the campus courses. The next year master schedule must contain at least campus courses. Otherwise, the current year campus master schedule will not be created, and all campus courses will need to be selected again after MTGR is run.
  - Scheduling > Maintenance > Master Schedule > Campus > Courses
- Verify that each student has a next year schedule (i.e., assigned courses, sections, and semesters). This applies to all students in secondary grade levels or students at any campus that uses next year scheduling. Students who are not assigned to at least one course will not be created for the next school year during MTGR if either **Drop Status = 1 New Sch Yr** or **Drop Unsched Stu New Sch Yr** are selected on the Maintenance > District Profile > Move to Grade Reporting > Campus Move Options in Registration.

To identify students who do not have schedules, run the Potential Drop List (Next Yr) report.

- Scheduling Reports > Potential Drop List (Next Yr) (SCH0200)**

- Verify that the **Graduation Type** and **Graduation Date** fields have been updated for all current year 12th grade students.

- Registration > Maintenance > Student Enrollment > Demo3

- Complete the summer PEIMS submission and resubmission (Collection 3). See the TxEIS PEIMS - Summer 2016 Submission "How To" guide for more information.

**NOTE:**

Leavers are automatically written to the leaver tracking table when MTGR is run.

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- Verify the **Summer Sch. Bil/EsL** field.

- Registration > Maintenance > Student Enrollment > Demo3

**NOTE:**

- Students in the bilingual/ESL summer school program should have codes indicating that they are eligible for KG or 1st grade.
  - These fields can be entered before running MTGR for the current year. After running MTGR, the fields can also be updated for the prior year if you have been granted historical update access in Security Administration and you have full access to the Demo3 tab.
  - The fields are cleared in the next school year.
- 

- Identify and enter codes for the Extended School Year (ESY) special education students.

- Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information

Select **Extended School Year Services**, and enter data in the **Extended School Year Services Hours** and **Extended School Year Services Speech Hours** fields.

**NOTE:**

- These fields can be entered before running MTGR for the current year. After running MTGR, the fields can also be updated for the prior year if you have been granted historical update access in Security Administration and you have full access to the Program Information tab.
  - The fields are cleared in the next school year.
  - You will have an option in PEIMS to extract the ESY and bilingual/ESL summer school student information before or after running MTGR.
-

- Extract the extended year PEIMS data.
  - PEIMS > Extracts > Extended > Extended School Year**
    - If you have not run MTGR, select **Current School Year** to extract extended year data. The **Ending School Year** field will display the next school year (2017).
    - If the extract is run after running MTGR, select **Prior School Year** to extract extended year data. The **Ending School Year** field will display the current school year (2016).

**This extract can occur before or after MTGR.**

- Indicate if generic programs at a district level will be moved to the next year records.
  - Registration > Maintenance > District Profile > Generic Ent/Wd Program Codes

In the **Move Program to Next Year** field, select **Y** to move the program to the next year, or select **N** to drop the program (i.e., it will not be moved to the next year).
- Indicate how MTGR will handle special education data for the next school year.
  - Special Education > Maintenance > Student Sp Ed Data > Next Year > Program Information

In the **Special Ed Next Year** field:

- Leave blank to roll over the student's current year special education data to the next year.
- Select Y to merge the changed next year fields with the current year data during MTGR, or if any of the following fields are selected, they will be merged with the next year records:

**Multi Disability**

**Early Childhood Intervention**

**Preschool Program (PPCD)**

**Medically Fragile**

**Adaptive PE**

**Adaptive Equipment**

**Assistive Technology**

**Special Seating**

**Wheelchair Code**

Fields that are not selected will not be merged.

**NOTE:**

The **Print Profile** field is automatically selected after MTGR is run.

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- Select *N* if you do not want to create next year special education records for the student in Special Education or Registration. The **Drop Special Ed Record for New School Yr (if Special Ed Next Yr = N)** field must be selected to drop the Special Education students where the **Next Yr Special Ed** field is set to *No*.
  - Registration > Maintenance > District Profile > Move to Grade Reporting > Special Program Options
- **Print the <sup>tx</sup>Gradebook Assignment Audit Report (SGR4500)**. The report displays the categories, assignments, and assignment grades that have been entered in <sup>tx</sup>Gradebook and includes the cycle and semester averages that were posted to TxEIS.
  - Grade Reporting Reports > <sup>tx</sup>Gradebook Assignment Audit Report (SGR4500)

Since this is the end-of-year audit report for <sup>tx</sup>Gradebook, it is recommended that the **Sort Order** parameter be set to print the report by instructor.



# ENTER NEXT YEAR SETTINGS

## Back Up Database and Log Files

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### IMPORTANT:

Before proceeding, make two copies of the database and log files, and archive the copies. If the district uses <sup>tx</sup>Connect, you should also create two copies of the PM (parent master) database and the PM log.

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### *To copy networked databases:*

- All users must be logged off TxEIS.
- Stop the database service.
- Make at least two separate copies of DBccddd.db and DBccddd.log.
- If the district uses <sup>tx</sup>Connect, make two copies of the PMccddd database and the PM log.
- Store the copies in a safe and secure location as your end-of-year student backup. Do not store both copies on the same computer.

## Enter Next Year Information

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Certain next year data must be entered before running MTGR.

### Next Year Attendance Campus Options

Before running MTGR, the next year attendance options must be set for each track at each campus in the district. The information is used when creating student records for the next school year.

Be sure you are updating the next year page; look for “Next Year” in the breadcrumbs.

**Attendance > Maintenance > Campus > Next Year Campus Options**

**IMPORTANT:**

Only special programs selected under **Special Program** will be created in the next school year. Verify that all information is entered correctly.

**Next Year Attendance Calendar**

The next year campus calendar must be set for each track at each campus in the district. If a track is used by more than one campus, you can use the Next Year Copy Calendar page to copy the calendar to other tracks.

Be sure you are updating the next year page; look for "Next Year" in the breadcrumbs.

**IMPORTANT:**

Do not delete or change any current year attendance calendars. The current year calendars will become the historical attendance calendars. After running MTGR, you will have access to the historical information, so the current year calendars should be maintained as they were during the school year.

**Attendance > Maintenance > Campus > Next Year Campus Calendar**

1. In the **Track** field, select the attendance track and click **Retrieve**.

A message is displayed indicating that a calendar was not found for the campus, track, and school year. The message also indicates that the starting and ending months of the calendar must be selected.

Click **OK**.

2. In the **Begin Month** and **End Month** fields, select the beginning and ending months of the school year. The calendar begins and ends with the months you select.

3. Indicate the cycle begin and end dates, holidays, inservice days, and other types of school days:
4. Click **Save**. The system calculates and displays the membership days for each cycle under **Membership Days**.

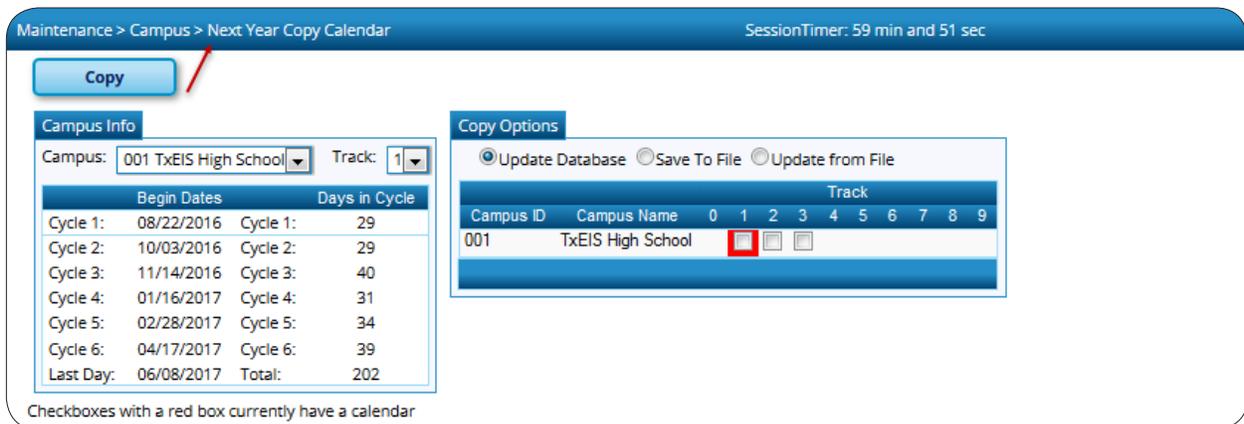
**IMPORTANT:**

Once the next year calendar is added, it is very important to verify that all the information is accurate and the correct number of membership days is displayed.

**Copy a next year calendar:**

You can copy a calendar to another campus and track if the calendar will be used by more than one campus and track.

**Attendance > Maintenance > Campus > Next Year Copy Calendar**



1. Under **Campus Info**, the calendar information for the first campus (numerically) is displayed.
2. Under **Copy Options**, campuses that have established campus options are displayed in a grid.
  - For each track at the campus, a check box is displayed under **Track**.
  - If a calendar exists for the track, the check box is red. If you select a track with a red check box, the existing calendar will be overwritten.
  - If the campus has set campus options but has no calendar, the check box is gray.

- If the campus has not set campus options or a calendar, a check box is not displayed.
3. Under **Campus Info**, make the following selections:
    - In the **Campus** field, select the campus you want to copy. Only campuses that have calendars are listed.
    - In the **Track** field, select the attendance track you want to copy. The tracks for the selected campus are listed.
  4. Under **Copy Options**, indicate how you want to copy the calendar:
    - **Update Database** is selected by default. Use this option to update the database that you are using with the selected calendar information.
      - Under **Track**, select the tracks to which you want to copy the calendar. You can select multiple tracks for multiple campuses.
      - Click **Copy**.
    - Select **Save To File** to save the selected calendar to a file. You can copy the calendar file to a drive.
    - Select **Update from File** to copy a calendar from a file. This option can be used if you have one campus that has set campus options but has no calendars.
      - Under **Track**, select the tracks in the grid to which you want to copy the calendar. You can select multiple tracks for multiple campuses.
      - Click **Copy**.
      - Select the file containing the calendar, and then click **Open**.
  5. Click **Copy** to copy the calendar.

The calendar is copied according to the option you selected.

### Grade Reporting Campus Cycle End Dates

The cycle end dates must be entered for each track. All tracks for next year must have grade reporting cycle end dates.

Be sure you are updating the next year page; look for “NYR” in the tab title.

**IMPORTANT!**

Do not change current year cycle end dates or other information. The current year information will become the historical data. After running MTGR, you will have access to the historical information, so the current year data should be maintained as it was during the school year.

**Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters NYR**

The screenshot shows the 'Parameters NYR' form in the Grade Reporting system. The form includes a 'Save' button and a navigation bar with tabs for Parameters, Ranges & Conversions, Computation, H Roll & Gr Avg, Print Options, Posting, and Parameters NYR. The 'Parameters NYR' tab is active. The form contains the following fields and data:

- Nbr of Reporting Semesters:** 2
- Nbr of Cycles Per Semester:** 3
- Track End Dates:**

Track:	Cycle 1	Cycle 2	Cycle 3
Semester 1	09-30-2016	11-11-2016	01-13-2017
Semester 2	02-24-2017	04-17-2017	06-08-2017
Semester 3	--	--	--
Semester 4	--	--	--

1. In the **Nbr of Reporting Semesters** field, select the number of semesters the campus will use next year for grade reporting. The number must be equal to or less than the district maximum (i.e., 2 or 4).
2. In the **Nbr of Cycles Per Semester** field, select the number of cycles per semester for which grade reporting will be performed next year.
  - For a four-semester campus, select 1.
  - For a two-semester/nine-week campus, select 2.
  - For a two-semester/six-week campus, select 3.
3. Under **Track End Dates** in the **Cycle #** fields for each semester, type the ending dates for each grading cycle of each semester.
  - For a two-semester campus:
    - The cycle end date for semester 1 must match the attendance calendar cycle 3 end date.

- The cycle end date for semester 2 must match the attendance calendar cycle 6 end date (end of school).
- For four-semester campuses:
  - The cycle end date for semester 2 must match the attendance calendar cycles 3 end date.
  - The cycle end date for semester 4 must match the attendance calendar cycles 6 end date.

If the dates do not match, the grade reporting cycle end date must be changed to match the attendance calendar.

4. Click **Save**.
5. If you have more than one track for next year, select the next track, and enter the cycle end dates.

### Leaver Tracking

#### **IMPORTANT!**

It is very important that you set the year-end-status codes (i.e., the **Year End Status** field on Registration > Maintenance > Student Enrollment > Demo3) for leavers properly so they are accounted for in PEIMS.

- 12th grade students who graduated must have year-end-status code 12 (i.e., *Graduated*).
- 12th grade students with year-end-status code 1 (i.e., *Promoted Next Grade*), 3 (i.e., *Placed in the Next Grade*), or 11 (i.e., *Advanced Next Grade*) are dropped in the next school year.
- 12th grade students with year-end-status code 14 (i.e., *Met Reqmnt/Not Pass STAAR/TAKS*) or 15 (i.e., *Grade 12. Not Enough Credits to Graduate*) who have a next year course request are rolled over to the next school year.
- For all other leavers, a leaver tracking record is created in the leaver tracking table according to the student's withdrawal reason code.

The leaver tracking table is automatically populated during MTGR. All leavers for the current school year are written to the leaver tracking table. If you have run the Create Leaver Tracking Records utility in Registration, any leavers previously extracted to the table are overwritten during MTGR.

After MTGR, you can run Leaver Tracking Report (SRG1700) to produce a report of the leavers written to the leaver tracking table. For the **Ending Sch Yr for PEIMS Submission** report parameter, enter the beginning year of the next school year.

## Generic Programs

**Registration > Maintenance > District Profile > Generic Ent/Wd Program Codes**

Delete	Program Code	Program Title	Move Program to Next Year
	504	504	N
	ATT	Absences from previous district	Y
	DYG	Dysgraphia	Y
	DYS	Dyslexia	Y
	ECH	Early College High School	Y
	EXC	Exchange student	Y

Click **Print Generic Ent/Wd by Campus** to view the Campus Generic Entry/Withdraw Next Year Status report which lists the code, description, and MTGR Next Year status by campus, allowing you to see if a generic program will be written to the next year record when MTGR is run. The status is determined by the campus or district options.

## TxIS Registration - Complete Move to Grade Reporting (MTGR)

Date Run:  
Cnty-Dist: 015-116

Campus Generic Entry/Withdraw Next Year Status  
Sch Year: 2016

Program ID: SRG0030  
Page: 1 of 5

### 001 TxIS High School

Code	Description	MTGR Next Year
504	504	Drop Program NYR (By District)
ATT	Absences from previous district	2 Move Program: Drop students in NYR
DYG	Dysgraphia	1 Move Program: Enroll students in NYR
DYS	Dyslexia	1 Move Program: Enroll students in NYR
ECH	Early College High School	3 Drop Program NYR
EXC	Exchange student	1 Move Program: Enroll students in NYR
FED	Civilian employed Federal Property	2 Move Program: Drop students in NYR
GEH	General Education Homebound	1 Move Program: Enroll students in NYR
HSE	HSEP	2 Move Program: Drop students in NYR
IGC	Individual graduation committee	1 Move Program: Enroll students in NYR
MYD	My Diploma	1 Move Program: Enroll students in NYR
OFS	OFSDP	2 Move Program: Drop students in NYR
RET	Student was retained	1 Move Program: Enroll students in NYR
WLT	Warning Letter	2 Move Program: Drop students in NYR

### 011 TxIS Academy School

Code	Description	MTGR Next Year
504	504	Drop Program NYR (By District)
ATT	Absences from previous district	2 Move Program: Drop students in NYR
DYG	Dysgraphia	1 Move Program: Enroll students in NYR
DYS	Dyslexia	1 Move Program: Enroll students in NYR

If the **Move Program to Next Year** field is set to Y on the district Generic Ent/Wd Program Codes page, the campus-level **Move Program to Next Year** code and description print in the **MTGR Next Year** column.

If the district **Move Program to Next Year** field is N, the **MTGR Next Year** column states "Drop Program NYR (By District)" because the district option N overrides the campus **Move Program to Next Year** field.

Ensure that these fields are set correctly before running MTGR.

## Create Another Backup of Database And Log Files

Create another backup or copy of the DBccddd.db and DBccddd.log files, so you have the ability to begin again with the next year calendars and other preliminary information already created if you need to rerun MTGR to correct data.

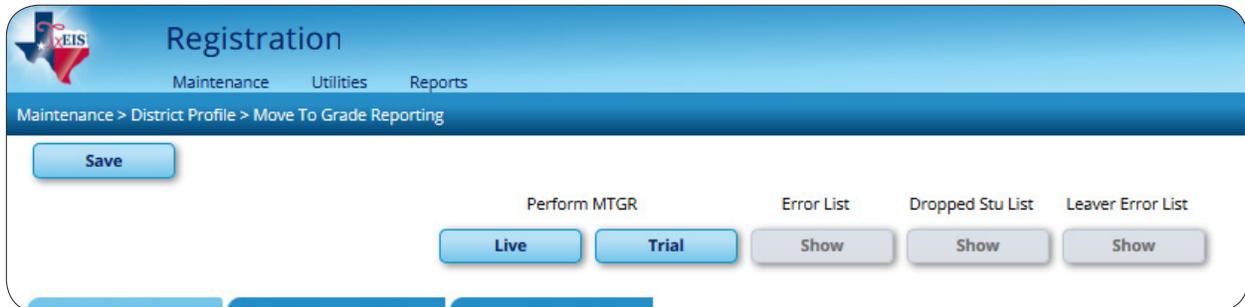
Before you can replace your data with the combined Student and Business database copy or backup, you must use DBA Assistant to perform a load from the backup database. Select **Load Student Tables** to ensure that you do not also replace the Business data in this copy of the database.



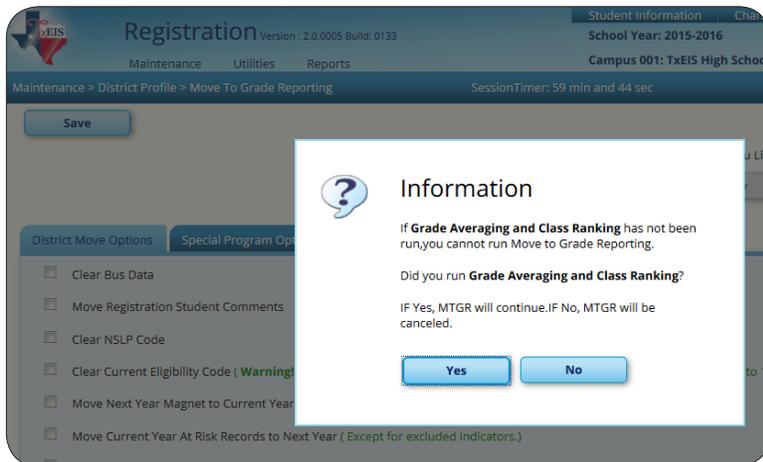
# SET MOVE TO GRADE REPORTING OPTIONS

Before running MTGR, ensure the district, campus, and special program options are properly set.

**Registration > Maintenance > District Profile > Move to Grade Reporting**



When the page opens, a message is displayed indicating that you cannot run MTGR if the Grade Averaging and Class Ranking utility has not been run. This applies mainly to high school campuses, but the utility should also be run for any middle school or elementary campuses if you want those students ranked within their grade level.

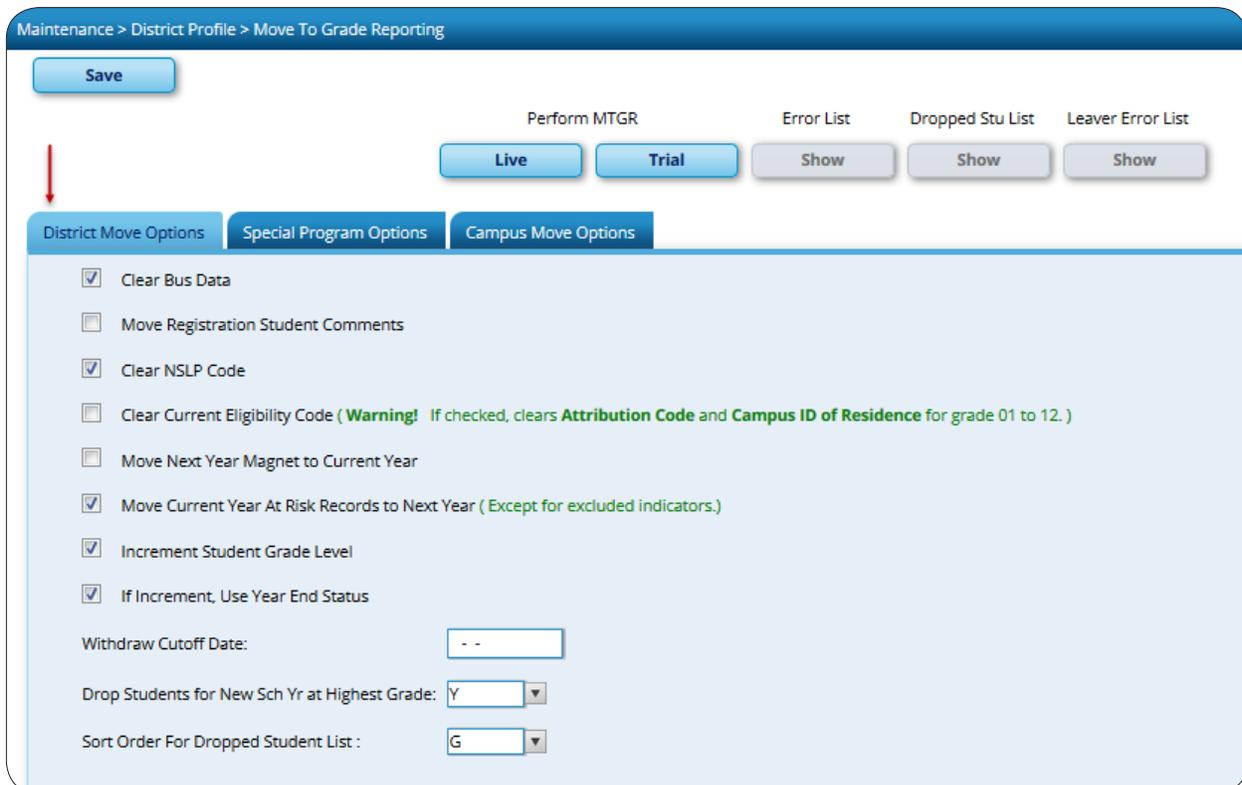


- Click **Yes** to continue if you have run the Grade Averaging and Class Ranking utility.
- Click **No** if you have not run the utility. The page will be disabled, and you must run the Grade Averaging and Class Ranking utility in order to proceed.

## Set District-wide Options

The District Move Options tab allows you to set options that apply to all campuses in the district when running MTGR.

### **Registration > Maintenance > District Profile > Move to Grade Reporting > District Move Options**



Maintenance > District Profile > Move To Grade Reporting

Save

Perform MTGR: Live Trial

Error List: Show

Dropped Stu List: Show

Leaver Error List: Show

District Move Options | Special Program Options | Campus Move Options

- Clear Bus Data
- Move Registration Student Comments
- Clear NSLP Code
- Clear Current Eligibility Code (**Warning!** If checked, clears **Attribution Code** and **Campus ID of Residence** for grade 01 to 12.)
- Move Next Year Magnet to Current Year
- Move Current Year At Risk Records to Next Year ( **Except for excluded indicators.**)
- Increment Student Grade Level
- If Increment, Use Year End Status

Withdraw Cutoff Date:

Drop Students for New Sch Yr at Highest Grade:

Sort Order For Dropped Student List :

1. Select **Clear Bus Data** if the transportation information for all students should be cleared in the next year student records for the entire district.

Most LEAs that have bus data *do not* select this option.

2. Select **Move Registration Student Comments** if you want to copy the student's registration comments (i.e., **Comments** window on Maintenance > Student Enrollment) to the next school year. Only comments from the student's latest campus are copied.
3. Select **Clear NSLP Code** if the National School Lunch Program (NSLP) code (i.e., **NSLP** field on Maintenance > Student Enrollment > Demo1) should be cleared for all students in the district for the next school year.

Campuses that qualify for the provision 2 school lunch program usually do not select this option.

4. Select **Clear Current Eligibility Code** to reset the **Elig Code** field to 1 (i.e., *eligible for full-day attendance*) on Maintenance > Student Enrollment > Demo1 for all students. The field applies to enrolled students only.

Most LEAs *do not* select this field.

If selected:

- The **Elig Code** field for all students is reset to 1 in the next school year. The student's **Attribution Cd** and **Camp Id Resid** fields on Demo1 are also cleared.
  - For PK students promoted to KG, the **Elig Code** field is reset according to the **Type Kindergarten** field on Attendance > Maintenance > Campus > Next Year Campus Options (either *1-Full day/full year* or *3-Half day/full year*).
  - If the student's next year grade level is PK and he is not in special education, the **Elig Code** field is set to 2 (i.e., *eligible for half-day attendance*).
5. Select **Move Next Year Magnet to Current Year** if the value in the **Magnet next year** field on the Maintenance > Student Enrollment > Demo2 tab should be copied to the **Magnet this year** field on Demo2. The **Magnet next year** field will be cleared (N).

Most campuses are not magnet schools. If this does not apply to your LEA, *do not* select the field.

6. Select **Move Current Year At Risk Records to Next Year** to move previous year At Risk data to the next school year, except for data that is automatically cleared during MTGR. The At Risk year in the next year records will be the ending year of the next school year.

If the field is not selected, an empty row is created for the student whose data was not moved to the next school year.

The following **PEIMS at-risk criteria** fields on Maintenance > Student Enrollment > At Risk, as well as their documentation check boxes, are always cleared during MTGR:

1. **Unsatisfactory performance on readiness test (PK - 03)**
4. **Unsatisfactory performance on assessment instrument**
5. **Pregnant/parent**
6. **Placed in a DAEP (TEC37.006)**
7. **Expelled (TEC37.007)**

**11. Is in the custody or care of the DFPS or has been referred to DFPS**

**12. Homeless**

7. Select **Increment Student Grade Level** if the student's current grade level in the next entry/withdrawal record (on Registration > Maintenance > Student Enrollment > W/R Enroll) should be increased by one.

Most LEAs select this option.

**NOTE:**

- PK students are promoted to KG if they are five years old by September 1st and have a "promoted" year-end-status code.
- KG students are promoted to 1st grade.
- EE students grade levels are not changed. For more information on promotion of PK and KG students, see the Verify Updated Fields section of this guide.

8. Select **If Increment, Use Year End Status** if the grade level should be increased by one for all students whose year-end-status code (i.e., the **Year End Status** field on Registration > Maintenance > Student Enrollment Demo3) indicates they were not retained. Grade levels are *not* changed for students whose year-end-status code indicates they were retained.

If this field is not selected, grade level are increased by one for all students.

**NOTE:**

The setting of this field is ignored if **Increment Student Grade Level** is *not* selected.

**IMPORTANT!**

Ensure that the **Year End Status** field on Registration > Maintenance > Student Enrollment > Demo3 has been set properly for all students.

- Students with year-end-status code 13 (i.e., *GED*) are not created in the next school year; a record is added for the student in the leaver table.
- If **Drop Unsched Stu New Sch Yr** is selected on the Campus Move Options tab, the following applies for students whose **Record Status** is 1 (i.e., enrolled at the campus) on Registration > Maintenance > Student Enrollment > Demo1.

- Students with year-end-status code 14 (i.e., *met requirements, but did not pass the state assessment*) who have a next year schedule are created in the next school year but not advanced to the next grade level. Students without a next year schedule are not created in the next school year; a record is added for the student in the leaver table.
  - Students with year-end-status code 15 (i.e., *grade 12, not enough credits to graduate*) who have a next year schedule are created in the next school year. Students without a next year schedule are not created in the next school year; a record is added for the student in the leaver table.
  - Students with a year-end-status code 21 (i.e., *pending completion of summer school*) or 22 (i.e., *pending other*) who have a next year schedule are promoted to the next grade level. Students without a next year schedule may not be created in the next school year, depending on the options selected on the Campus Move Options tab. If these students are not created in the next school year, they are written to the leaver table.
9. (Optional) In the **Withdraw Cutoff Date** field, you can specify a date for determining if a withdrawn student should be created in the next year records. If a date is entered, next year records are not created during MTGR for any student who withdrew before this date. Next year records are created for any students who withdrew after this date. You may choose to use this field if you have entered a next year schedule for a student who withdrew after a specified date.
- Because historical information is available, it may not be necessary to use the **Withdraw Cutoff Date** field for MTGR. If you need to enter a student from a prior year, such as a migrant student, you can find the student in the Historical Directory and automatically reenter him in the current year.
  - If a date is entered in this field, the following applies:
    - If the student withdrew before the withdrawal cutoff date, he is dropped for next year even if he has a schedule.
    - If the **Drop Wd Stu New Sch Yr** field is blank on the Campus Move Options tab, the program drops students whose withdrawal date is before the withdraw cutoff date.
    - If the **Drop Wd Stu New Sch Yr** field is selected, the **Withdraw Cutoff Date** field is not used.

10. In the **Drop Students for New Sch Yr at Highest Grade** field, indicate if next year records should be created for students whose current grade level equals the highest grade level at the campus. This field affects only students with **Record Status 1** (i.e., *currently enrolled at campus*) or **3** (i.e., *currently enrolled at campus, will attend next year*).

Valid options:

- S - Drop non-special education students at the highest grade level.
- Y - Drop students for the next school year at the highest grade level.

Most LEAs select Y.

### NOTE:

- If **If Increment, Use Year End Status** is selected, and the **Year End Status** field on the Maintenance > Student Enrollment > Demo3 tab indicates the student will be retained, a row is created for the student for next year.
- If the **Drop Status = 1 New Sch Yr** or **Drop Unsched Stu New Sch Yr** field on the Campus Move Options tab is selected, students with record status 1 are dropped for next year.
- No next year student records are created for students with record status 3 who have been group-transferred to their next year campus.

11. In the **Sort Order for Dropped Student List** field, select the order in which you want records listed on the report of students whose records will be dropped for next year.

12. Click **Save**.

## Set Special Program Options

---

The Special Program Options tab allows you to select how special program records are set for the next school year when running MTGR.

### NOTE:

- A special program entry/withdrawal record is not created for students whose withdrawal reason code in the record is *EP* (i.e., *Exit Program*).
- Only special programs selected on Attendance > Maintenance > Campus > Next Year Campus Options are created in the next school year.

**Registration > Maintenance > District Profile > Move to Grade Reporting > Special Program Options**

In the **Title I Services**, **Bilingual/ESL**, **Pregnancy Services**, and **Gifted/Talented** fields, select the code indicating how MTGR should handle the entry/withdrawal records for special programs.

Valid codes:

- *D* - Drop special program records for this special program in the next school year. Records are not created.
- *S* - Perform a special reset for this special program. Records are created.

**Title I Services**

If you select *S*, the program also takes into account the **Title 1** and **Schoolwide Title 1** fields on Attendance > Maintenance > Campus > Next Year Campus Options when creating next year records:

- If neither field is selected:
  - If the student’s current year Title I code is *A* (i.e., *Facility for neglected, receives services*) or *9* (*does not attend a Title I school, but receives services*), MTGR creates a Title I record in the next school year and rolls over the current year code.
  - For students with any other current year Title I code, Title I records are *not* created in the next school year.

- If **Title 1** is selected, but **Schoolwide Title 1** is not selected:
  - If the student's current year Title I code is A (i.e., *Facility for neglected, receives services*), 6 ( i.e., *Attends schoolwide Title 1 program school*) or 9 (i.e., *Does not attend a Title I school, but receives services*), Title I records are *not* created in the next school year.
  - For students have any other Title I code, Title I records are created in the next school year.
- If both **Title 1** and **Schoolwide Title 1** are selected, Title I records are created in the next school year with code 6.

## Bilingual/ESL

If you select *S*, a record is created on Registration > Maintenance > Student Enrollment > Bil/ESL in the current school year for students who have **LEP Cd 0** (*not LEP*), *1* (*LEP*), or *F* (*Exited from LEP (M1)*) and receive bilingual/ESL services. If the **Bilingual/ESL** special program is selected on Attendance > Maintenance > Campus > Next Year Campus Options, the student's enrollment record for LEP, bilingual, or ESL is created in the next school year.

No record is created for students with **LEP Cd S** (i.e., *Exited from LEP (M2)*).

## Pregnancy Services

It is recommended that you select *D* (i.e., *Drop the student's pregnancy services row in the new school year*).

## Gifted/Talented

If you select *S*, a record is created on Registration > Maintenance > Student Enrollment > G/T in the current school year for G/T students. If the **Gifted/Talented** special program is selected on Attendance > Maintenance > Campus > Next Year Campus Options, the student's enrollment record for gifted/talented is created in the next school year.

## Special Education

- In the **Special Education** field, only option *S* is available.
  - If the student exited the special education program in the current school year with withdrawal reason code of *EP* (i.e., *Exit Program*), MTGR does not create a special education record for the student in the next school year.

- If the student's **Next Year Special Ed** field is set to *Y* on Special Education > Maintenance > Student Sp Ed Data > Next Year > Program Information, MTGR merges any of the student's next year special education information with his current year special education information, and creates the record in the next school year.
- If the **Next Year Special Ed** field is blank on Special Education > Maintenance > Student Sp Ed Data > Next Year > Program Information, the student's special education information from the current year is created in the next school year.
- The **Drop Special Ed Rec for New Sch Yr if Special Ed Next Yr = N** field is used in conjunction with the **Next Year Special Ed** field on Special Education > Maintenance > Student Sp Ed Data > Next Year > Program Information. It affects only students whose **Next Year Special Ed** field is set to *N*. If you select **Drop Special Ed Rec for New Sch Yr if Special Ed Next Yr = N**, special education records are not created for these students in the next school year.

Click **Save**.



### NOTE:

- You must account for all campuses in the district. Every campus in the district must be included in a range.
  - If there is only one campus in the range, type the same campus ID in the **Campus from** and **Campus Thru** fields.
  - If a campus has multiple tracks, the campus must be listed in the **Campus from** and **Campus Thru** fields for each track.
  - When you run MTGR, the system verifies that you have entered options for all campuses in the district. If you have not indicated options for all campuses, the program will not run, and an error message is displayed.
  - Some campus IDs within the range might not be valid campus IDs; they are not included.
- 

### IMPORTANT!

If you include more than one campus in a range, be sure that the selected options are appropriate for all campuses in the range.

---

3. In the **Campus Track** field, type the track for which the options apply. Options must be set for every track at the campus.
  - A set of next year attendance options must be built for every track at every campus.
  - Include each track at each campus, unless **Exclude Campus** is selected for the campus
  - Campuses included in the **Campus from** and **Campus Thru** range on the same row must have the same first day of school for the track specified. Otherwise, an error message is displayed.
  - Students whose next year track does not exist will be dropped in the next school year. These students are included on the Dropped Stu List report but not written to the leaver table.
4. Use the **Set to Campus Track** fields to move students from one track to another during MTGR. Select the check box and type a track in the input field if all students at the original campus and track will be moved to the entered track when MTGR is run. For example, this could be used to transfer students to a track with an extended year calendar.
  - The next year calendar must already be set up for the track.
  - The track input field is enabled only when the check box is selected. If the check box is selected, the track input field cannot be blank.

- If you type a value in the track input field, the **First Day Of School** field is disabled and populated with the correct first day of the school for the entered track when you click **Save**. It will remain disabled after you save; you must clear the check box if you need to reset the **First Day Of School** field for any reason (e.g., to change or correct data).
5. Select **Exclude Campus** to exclude a campus from MTGR. This option is for a campus that will not be active or used in the next school year. If the campus is excluded, no next year records are created for the campus.

### NOTE:

- Because historical information is saved, the campus must be excluded instead of deleted so that the data is saved in the historical records.
  - If a campus will not be used next year, but it still has student records (such as leaver records), do not exclude the campus. Instead, set MTGR options to drop the student records when MTGR is run. When the campus is accessed in the next school year, there will be no student records for the next school year (except for the leaver records).
  - If you exclude a campus with enrolled students, the students are not rolled over during MTGR. Their records are written to the historical tables for the excluded campus. If the student does not have a valid next year campus, he will be dropped in the next school year.
- 
6. **The First Day Of School field** displays the date from the next year calendar that will be used as the campus entry date, original campus entry date, and course entry date for all students. This date is automatically set to the first day of school for all next year campuses when next year attendance calendars are created.

The date may also be used for the entry date for special programs. Be sure this date is the same date is displayed on Attendance > Maintenance > Campus > Next Year Campus Calendar.

If the next year calendars have not been created for any campus, a message is displayed indicating that no first day of school was found for that campus.

7. **(Optional) Select Move Ctrl Nbrs** to move next year student control numbers (Scheduling > Maintenance > Control Number) to the current year and clear the next year control number field.

For high school campuses, this field is typically *not* selected.

**IMPORTANT!**

Next year control numbers must already be set for students. If you select this option and next year control numbers are not set, all student control numbers will be cleared.

---

9. Select **Drop Wd Stu New Sch Yr** to not create next year records for students who withdraw from the campus before the first day of school. It is recommended that you select this field, because you can reenter students from the prior year into the current school year from Historical. It is not recommended that you create withdrawn student records for any campuses.

If the field is cleared, the system creates No Show records for the withdrawn students at the new campus.

**NOTE:**

If the **Withdraw Cutoff Date** field is entered on the District Move Options tab, you cannot also select **Drop Wd Stu New Sch Yr**; only one of the fields can be selected.

---

10. Select **Drop Status = 1 New Sch Yr** to not create next year records for **Record Status 1** students without next year course requests.

- Campuses that do not use Scheduling should *not* select this option, because no student records would be created for the next school year.
- Campuses that use Scheduling can select this option. Students with **Record Status 1** who do not have next year course requests are *not* created. Students with **Record Status 2** who have next year course requests are created for the next school year.

The order in which record status codes are processed is as follows:

- Record status 2 (i.e., *Currently enrolled at this campus, will return next year*)
- Record status 4 (i.e., *Enrolled at another campus, will attend this campus next year*)
- Record status 1 (i.e., *Currently enrolled at this campus*)
- Record status 5 (i.e., *Not currently enrolled in this district, will attend next year*)
- Record status 3 (i.e., *Currently enrolled at this campus, will attend new campus next year*)

11. Select **Drop Unsched Stu New Sch Yr** to not create next year records for students who do not have scheduling course requests at their next year campus, regardless of their record status. This applies to both active and withdrawn students. Even students who withdrew after the **Withdraw Cutoff Date** field on the District Move Options tab (if used) are dropped if they do not have a next year schedule.
12. Select **Activate Withdrawn Sched Student** to re-activate withdrawn students who have courses requested or assigned in Scheduling at their next year campus. The withdrawal date is deleted from the enrollment records of students who have course requests, whether or not the requests are scheduled.

**NOTE:**

If the course requests are not scheduled, the information is not moved to the Grade Reporting records; however, it is retained in the student's Scheduling records.

---

14. In the **Clear Eco Disadvan** field, select how to clear the **Eco Disadvan** field on Maintenance > Student Enrollment > Demo1 for all students.
15. Select **Clear Locker** to clear the **Locker** field on Maintenance > Student Enrollment > Demo2 in the next year records for all students.
16. Click **Save**.

**NOTE:**

Students who are group-transferred for scheduling purposes will have record status 3 (i.e., *Currently enrolled at this campus, will attend new campus next year*) at the sending campus and record status 4 (i.e., *Enrolled at another campus, will attend this campus next year*) at the next year campus. Usually, the record status 3 is not created in the next school year during MTGR. However, if a student with record status 3 has a year-end-status code of Retained at the sending campus, the Reverse Scheduling Transfer utility should be run to delete the student's record at the next year campus. A next year schedule should be entered at the sending campus, which will create the retained student's record at the sending campus for the next school year.

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# RUN MOVE TO GRADE REPORTING

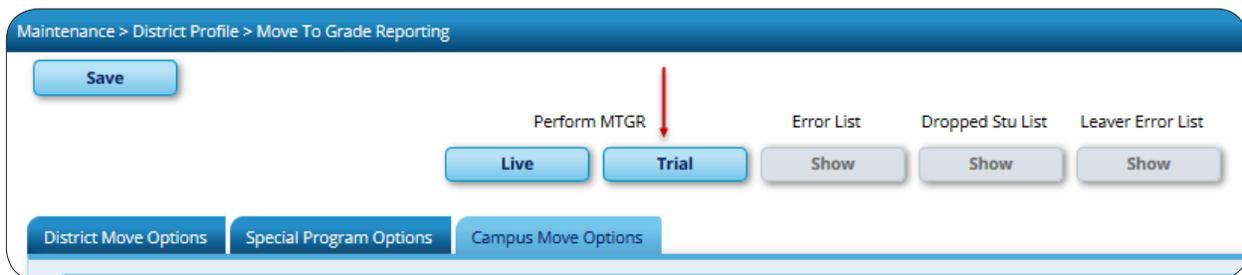
After entering the district, special program, and campus options, you are ready to perform a trial run of MTGR. You can print separate reports that show students whose next year records were not created and list errors found. Once there are no errors, you can perform the live run.

Before running MTGR, do the following:

- Be sure that all users, except DBA users, are logged out of TxEIS.
- Disable <sup>tx</sup>Gradebook by setting the **txGradebook Use Flag** field to *Gradebook is disabled* on Grade Reporting > Maintenance > Gradebook Options > District > Options.

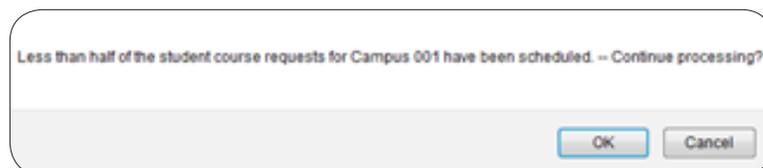
## Perform a Trial Run

**Registration > Maintenance > District Profile > Move To Grade Reporting**



1. Under **Perform MTGR**, click **Trial** to perform a trial run.

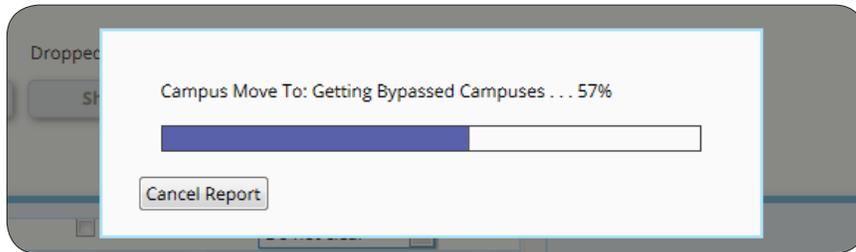
If fewer than half of the student course requests do not have sections and semesters assigned, an error message is displayed indicating this. This message will appear for each campus at which this condition exists. To correct the error, the campus must accept the scheduling load before running MTGR.



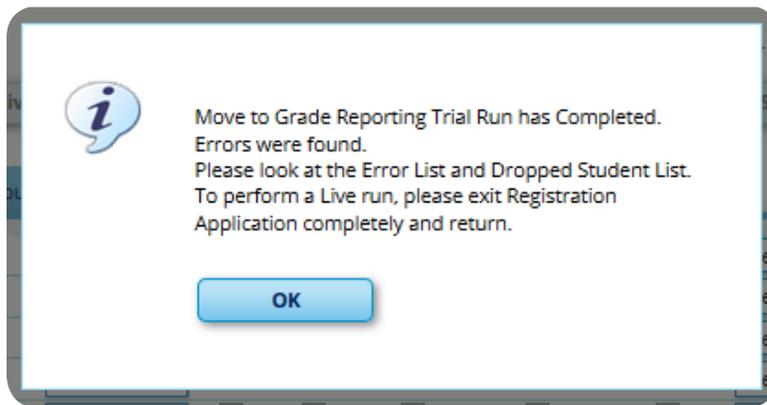
2. Click **OK** to continue running MTGR. Or, click **Cancel** to cancel the MTGR process. It is recommended that you first accept the scheduling load, and then rerun the trial.

Other messages may be displayed if conditions exist that prevent the trial run from completing. The trial run will be aborted, and each issue must be fixed before you continue.

When MTGR starts running, various processes will be displayed in the status bar as they are occurring.

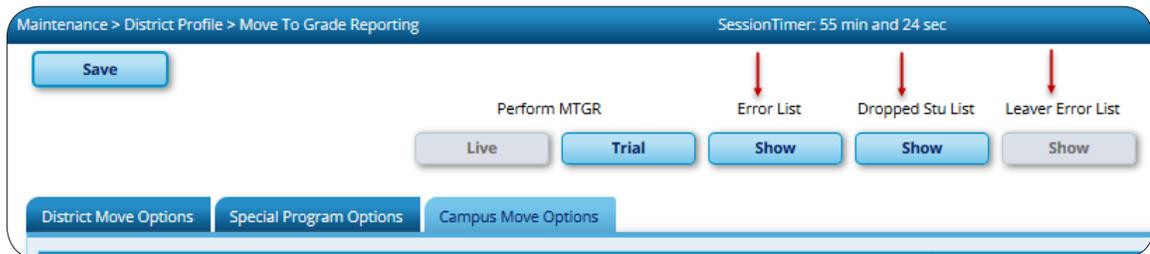


3. When the process is complete, a message is displayed indicating that the trial run has completed and that you must exit the Registration application before proceeding.



Click **OK**. (You will exit Registration after reviewing the reports and correcting errors.)

4. Review the error lists and dropped students lists.



The **Show** button is enabled if errors, dropped students, or leaver errors were encountered. Click **Show** to review the report.

Error List:

**Error / Warning Preview**

[Exit](#)

---

Date Run: **District Move To Grade Reporting** Program ID: **Trial Run**  
Cnty-Dist: **015-116** Error / Warning Page: **1 of 343**  
Campus : **001**

\*\*\*\*\*Errors\*\*\*\*\*

**—Enroll—**

Student 016492 Ramirez, Rudy Lee Anthony - Year End Status code must not be '01','03' or '11'. Leaver record will not be created. Please make any necessary changes.

Student 018599 Garza, Jose Antonio - Year End Status code must not be '01','03' or '11'. Leaver record will not be created. Please make any necessary changes.

Student 023623 Garcia, Carlos Alberto - Year End Status code must not be '01','03' or '11'. Leaver record will not be created. Please make any necessary changes.

Student 055384 Garcia, Christian Alexander - Year End Status code must not be '01','03' or '11'. Leaver record will not be created. Please make any necessary changes.

Student 301869 Barrera, Leandro Leon - Year End Status code must not be '01','03' or '11'. Leaver record will not be created. Please make any necessary changes.

necessary changes.

Student 361268 Arriola, Clarissa Nachele - Year End Status code must not be '01','03' or '11'. Leaver record will not be created. Please make any necessary changes.

\*\*\*\*\*Warnings\*\*\*\*\*

**—Student Bypassed—**

Student 003411 Breez, Marcos Todd has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 004351 Breez, David Lee has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 016980 Castaneda, Luis P has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 024682 Mendoza, Jaime has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 025014 Gonzales, Elizabeth Alizay has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

Student 067214 Martinez, Amber Nicole C has blank or invalid Year End Status. Option selected : Increment Student Grade Level Using Year End Status.

## Dropped Stu List:

Stu ID	Student Name	Trk	Grd Lvl	Rec Status	Rec Active	Ctl Num Drop Reason
110076	Abdullah, Rolando	1	08	4	1	Did not submit course request for next year, Campus= 044 WD=N
075752	Acevedo, Sergio Antonio	1	08	4	1	Did not submit course request for next year, Campus= 042 WD=N
016795	Acosta, Jesse James	1	08	4	1	Did not submit course request for next year, Campus= 041 WD=N

The Leaver Error report displays the same error list that would be created if you run Registration > Utilities > Create Leaver Tracking Records.

5. If necessary, correct any errors in the student information, and then rerun the trial. Repeat this until no errors are encountered.
6. When the data is accurate, a message is displayed indicating that you are ready to perform a live run.
7. Exit the Registration application completely before performing a live run.

## Perform the Live Run

After completing the trial run and correcting all errors, you are ready to perform the live run of MTGR.

### IMPORTANT!

Ensure that all Student users are logged out of the system, including Business users with access to Student pages.

### NOTE:

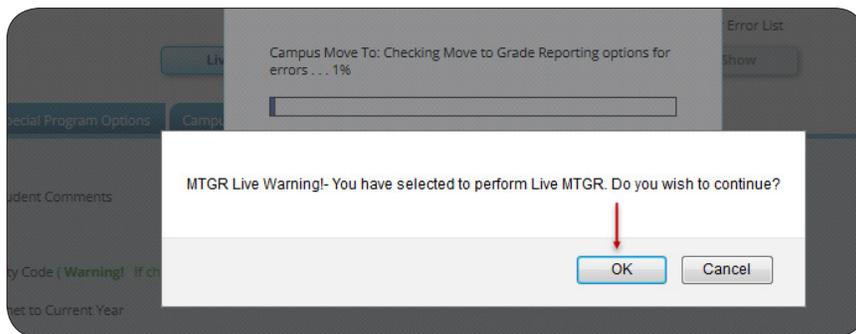
The **Live** button is not enabled until you exit the Registration application and return.

## Registration > Maintenance > District Profile > Move To Grade Reporting



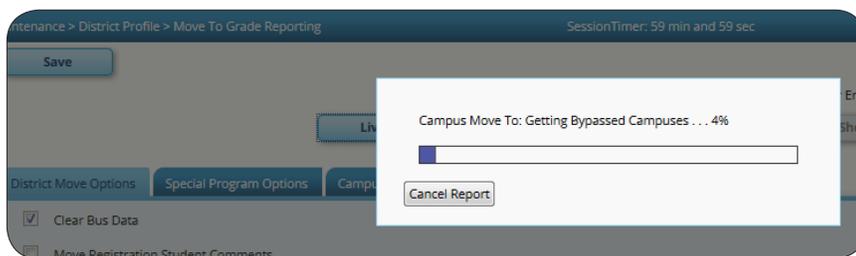
1. Under **Perform MTGR**, click **Live**.

A message is displayed prompting you to confirm that you want to perform a live run of MTGR. Note that it may take a few seconds for the message to appear.



Click **OK** to continue.

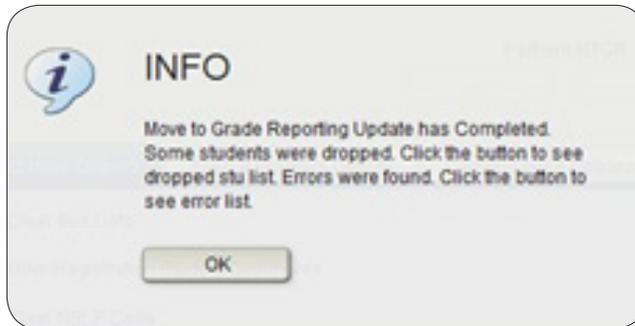
Various processes will be displayed in the status bar as they are occurring.



### NOTE:

A live run typically takes longer to complete than a trial run.

2. When the process is complete, a message is displayed indicating that MTGR changes are finished.



Click **OK**.

3. If errors are encountered during the live run, or if there are any students for whom next year records were not created, the **Show** buttons are enabled for the applicable reports. Click **Show** to view the reports.
4. If you did not get the expected results after running MTGR live, you can reload the copy of the backup database that was made after entering the next year data.
5. Before you can replace your data with the combined Student and Business database copy or backup, you must use DBA Assistant to perform a load from the backup database. Select **Load Student Tables** to ensure that you do not also replace the Business data in this copy of the database.
6. Run MTGR Live again until no errors are encountered.
7. Exit the Registration application completely before accessing data in the next school year.

# VERIFY UPDATED FIELDS

Verify that the following data was updated in student records during MTGR.

## Verify Attendance Updates

### District Yearly Count

**Attendance > Maintenance > Student > Student Inquiry > District Yearly Count**

The screenshot shows the 'Attendance' utility interface. At the top, there are navigation tabs: 'Student Information', 'Change Application', and 'Exit'. Below this, the 'School Year: 2015-2016' and 'Campus 001: TxEIS High School' are displayed. The breadcrumb trail is 'Maintenance > Student > Student Inquiry'. The session timer is '59 min and 40 sec'. The student information fields are: Student ID: 036296, Student Name: Abrams, Guadalupe Carlos, Texas Unique Stu ID: 6895409515, and From Date: 09-01-2013. Below these are fields for 'Orig Entry Date: 08-24-2015', 'Grade: 11', and 'Withdraw Date:'. The 'District Yearly Count' tab is selected among other options like 'Count of Absences', 'Count of Tardies', 'Attendance By Date', 'Attendance Audit', 'Letter Control', and 'Cumulative'. A table displays the following data:

School Year	Days Present	ADA Days Absent	Percent
2015 - 2016	177	000	100.00
2014 - 2015	177	000	100.00
2013 - 2014	173	003	98.30

The District Yearly Count tab is updated with a new row for the prior school year.

**NOTE:**

Some districts run the Attendance > Utilities > District Yearly Count utility during the school year, so if you already had a row for the current school year, MTGR updates that row.

## Cumulative Absences

**Attendance > Maintenance > Student > Student Inquiry > Cumulative**

Student ID: 036296 Student Name: Abrams,Guadalupe Carlos Texas Unique Stu ID: 6895409515 From Date: - -

Orig Entry Date: 08-24-2015 Grade: 11 Withdraw Date:

Count of Absences Count of Tardies Attendance By Date Attendance Audit District Yearly Count Letter Control Cumulative

Date Run: 06/09/2016 1:36 PM Cumulative Absences Program ID: STA0030  
 Cnty-Dist: 015-116 TxEIS High School Page: 1 of 1  
 As of Date: 06/09/2016  
 Grade: 11

Student ID: 036296 Abrams, Guadalupe C

Sch Year	Cyc	Campus	Track	ADA Per	Days Taught	Days Mbrshp	Exc Abs	Unex Abs	Total Abs	Days Present	% of Att
2016	1	001	1	02	29	29	0	0	0	29	100%
2016	2	001	1	02	29	29	0	0	0	29	100%
2016	3	001	1	02	30	30	0	0	0	30	100%
2016	4	001	1	02	28	28	0	0	0	28	100%
2016	5	001	1	02	29	29	0	0	0	29	100%
2016	6	001	1	02	32	32	0	0	0	32	100%
<b>Totals:</b>						<b>177</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>177</b>	<b>100%</b>
2015	1	001	1	02	29	29	0	0	0	29	100%
2015	2	001	1	02	29	29	0	0	0	29	100%
2015	3	001	1	02	30	30	0	0	0	30	100%

The Cumulative Absences report is updated with data for the prior school year.

## Additional Attendance Changes

- The fields on Attendance > Maintenance > Student > Student Inquiry > Letter Control are cleared.
- Student entry dates should match the first day of school for their calendar and track for the next school year.
- Special programs at the next year campus are selected on Attendance > Maintenance > Campus > Campus Options. If a special program is not offered at the next year campus, no student enrollment records were created in the move.

## Verify Grade Reporting Updates

### Schedules for No Show Students

MTGR checks for current year students who were No Show students for the entire school year at the campus and still have a schedule in Grade Reporting. During MTGR, the No Show student schedules are dropped. Therefore, if a student returns to the district, his GPA can be calculated on Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer when his prior year course records are entered, since he will not have any grade course records for that year.

### Additional Grade Reporting Changes

Student schedules, courses, sections, instructors, and other data are moved from Scheduling to Grade Reporting.

## Verify Graduation Plan Updates

### Personal Graduation Plan

**Graduation Plan > Maintenance > Student > Individual Maintenance > PGP**

**Graduation Plan**  
Maintenance Utilities Reports

Maintenance > Student > Individual Maintenance SessionTimer: 5

**Save**

Student ID: 392006 Student Name: Saeed, Abril Texas Unique Student ID: 7514278433 **Retrieve**

Grade Level: 09 9th Grd Entry Dt: 08-24-2015 Graduation Plan: FPMEGENSTU - FHSP Multi Disciplinary General Studies **Change Plan**

Cohort: 2019 PEIMS Grad Type: 34 - FHS Program (9th GR 14-15 or prior yrs)

Grade Level Course Detail Credit Summary Credit Detail **PGP** Performance Acknowledgment

CPR Date Completed 06-02-2016 Speech Date Completed 06-02-2016

Foundation	Endorsement	Distinguished	STAAR EOC Assmnts	College Readiness
4 English (English 1-3 & 1 Adv)	(22 Credits)	(26 Credits) with 4 Science	English 1	ACT.....Composite
3 Math (Alg1, Geo, & 1 Adv)	1 Math (Adv)	1 Algebra 2	English 2	ACT PLAN...Composite
3 Science (Bio, IPC or Adv & 1 Adv)	1 Science (Adv)	Endorsement	Algebra 1	PSAT.....Combined
3 SS (US H, Eco/Govt & WG or WH)	2 Electives		Biology 1	SAT.....Combined
2 Language Other Than English			US History	
1 Fine Arts				College Readiness.....
1 Physical Education	(26 Credits)			Date --

The student's **CPR Date Completed** and **Speech Date Completed** values are rolled over to the next school year. The completion dates are populated in Graduation Plan for students who have a graduation plan. For all other students, the dates are populated on Registration > Maintenance > Student > Demo3.

## Verify Registration Updates

### Student Indicators

The fields under **Student Indicators** are set according to the settings on the Registration > Maintenance > District Profile > Move To Grade Reporting tabs.

#### Registration > Maintenance > Student Enrollment > Demo1

Maintenance > Student Enrollment SessionTimer: 55 min and 24 sec

Save Comments

Student ID: 010096 Student Name: Akeroyd, Michelle Isabel Texas Unique Stu ID: 7084207584 Retrieve Directory Hist Directory

Demo1 Demo2 Demo3 At Risk Contact W/R Enroll SpecEd G/T Bil/ESL Title I PRS Generic PK Enroll

**Demographic Information**

Grade: PK Entry Dt: 08-24-2015 Track: 1 Orig Entry: 08-24-2015 Withdrawal Dt: - -

Name: Michelle Isabel Akeroyd Gen Nickname

Social Security Number Denied:  SSN: 398-21-6907 Prior SSN: - - Texas Unique Student ID: 7084207584

Sex: F DOB: 04-19-2011 Hispanic/Latino:  Aggregate Race/Ethnicity: H - Hispanic

White:  Black/African American:  Asian:  American Indian/Alaskan Native:  Hawaiian/Pacific Isl:

**Student Indicators**

Elig Code: 2 Attribution Cd: 00

Camp Id Resid: - - Eco Disadvan: - -

Military Connected: 0 Foster Care: 0

Rep Excl: - -

Active Cd: 1 - Active Record Status: 1

Cnty Residence: - - NSLP: - -

**Current / Next Year Information**

Control Num: 001 CY Team Code: - -

Next Yr Cntrl: 0 NY Team Code: - -

Nxt Yr Camp: - - Here Last Yr:

### PK and KG Student Eligibility Code

The **Elig Code** field for PK student is normally set to 2 (i.e., *eligible half day*). If an existing PK student will be five years old by September 1st, he is promoted to KG, unless he is retained.

During MTGR, the eligibility codes for PK students promoted to KG are based on the **Type Kindergarten** field on Attendance > Maintenance > Campus > Next Year Campus Options:

- If the field is set to 1 (i.e., *full day/full year kindergarten program*), when a PK student is promoted to KG, his **Elig Code** field is set to 1 (i.e., *eligible full day*).

- If the field is set to 3 (i.e., *half day/full year kindergarten program*), when a PK student is promoted to KG, his **Elig Code** field is set to 2 (i.e., *eligible half day*).
- A current year KG student, whether half day or full day, who is promoted to 1st grade will have his **Elig Code** field set to 1 (i.e., *eligible full day*).

### **Military Connected Code**

- If the student's **Military Connected** field is set to 1-3 (i.e., *non-PK student is a dependent of a member of the military*), the code is rolled over to the next year.
- If a PK student is coded as PK Parent Military (i.e., the **Military Connected** field is set to 4 (*PK student is a dependent of an active duty member of the military*)) when the student is promoted to KG, the field is set to 0 (i.e., *not a military connected student*) in the next school year.

If the PK student is retained, code 4 is rolled over to the next school year.

### **Foster Care Code**

- If a student's **Foster Care** field is set to 1 or 2 (i.e., *student is currently or was previously in the conservatorship of the DFPS*), code 0 (i.e., *student is not in the conservatorship of DFPS*) is rolled over to the next year.
- If a retained PK student is coded as PK Foster Care, (i.e., the **Foster Care** field is set to 2 (i.e., *PK student was previously in the conservatorship of DFPS*), code 2 is rolled over to the next school year.

### **Record Status**

The **Record Status** field is set to 1 (i.e., *Currently enrolled at campus*) at the next year campus.

## 9th Grade Entry Date and Cohort

**Registration > Maintenance > Student Enrollment > Demo2**

Maintenance > Student Enrollment SessionTimer: 59 min and

**Save** **Comments**

Student ID:  Student Name:  Texas Unique Stu ID:  **Retrieve** **Direct**

**Demo1** **Demo2** **Demo3** **At Risk** **Contact** **W/R Enroll** **SpecEd** **G/T** **Bil/ESL** **Title I** **PRS** **Generic**

**Counselor Information**

Counselor:

**Dt Entry 9th Grd:**  (circled in red)

District Entry Date:

Birth City:

Birth State:

Birth Country:

**Cohort:**  (circled in red)

**Miscellaneous**

Primary Language:

Immig Tracking:

Headstart Code:

Medicaid Eligible:

Alien Tuition Cd:

Parent Federal Connected:

**Locker**

For 8th grade students entering 9th grade, MTGR updates the student's **Dt Entry 9th Grd** field, if the field is blank, with the first day of school for the 9th grade school year.

MTGR also updates the **Cohort** field for students entering 9th-12th grade according to the year in the **Dt Entry 9th Grd** field. If the **Cohort** field is blank and the **Dt Entry 9th Grd** field contains a date, the **Cohort** field is updated with that year + 4.

Neither field is changed if they already contained values before MTGR.

## CTE and Status Indicators

### Registration > Maintenance > Student Enrollment > Demo3

Maintenance > Student Enrollment SessionTimer: 59 min and 55 sec

Save Comments

Student ID: 000999 Student Name: Dalros, anne Texas Unique Stu ID: 6546546546 Retrieve Directory Hist Directory Bus Int

Demo1 Demo2 Demo3 At Risk Contact W/R Enroll SpecEd G/T Bil/ESL Title I PRS Generic PK Enroll

**Career Technology**

Day Care CTE Support Service:  Single Parent/Pregnant Teen:

Transport CTE Support Service:  **Career and Technology Ind: 0**

Displaced Homemaker:

**Promotion**

Year End Status:

SSI Promotion:

Retained Reason 1:

Retained Reason 2:

Retained Reason 3:

**Status Indicators**

Campus of Account:

Migrant:

Immigrant:

Asylee/Refugee Cd:

**Homeless Status Cd: 0**

Unaccomp Youth Status Cd:

Early Reading Cd:

**Summer School Bil/ESL:**

Student Parent:

**Graduation**

Graduation Type:

Graduation Date:

AAR Grad Plan:  Texas Grant Eligibility:

Cert of CrsWrk Date Completed:  College Entry:

CPR Date Completed:  Speech Date Completed:

**Foundation High School Program**

Foundation Coursework:  Distinguished C:

STEM:  Date Completed:

Public Services:  Date Complete:

### Career and Technical Education (CTE) Indicator

- If a student's **Career and Technology Ind** field was 1 (i.e., *enrolled*), MTGR resets the field to 0 (i.e., *not enrolled*).
- Students with code 2 (i.e., *coherent sequence of courses*) or 3 (i.e., *participates in Tech Prep program*) are not reset; these codes are rolled over to the next school year.

#### NOTE:

If a student is ineligible for CTE funding (i.e., the **CTE Elig** field is cleared on Maintenance > Student Enrollment > W/R Enroll, > SpecEd, or > PRS/PEP, the student becomes eligible for CTE funding after MTGR is run.

### Status Indicators

MTGR resets the following status indicator fields:

- **Homeless Status** is set to 0.
- **Unaccompanied Youth Status** is set to 0.
- **Early Reading Code** is cleared.

These code values cannot be carried over to the next school year.

## Bilingual/ESL Summer School Indicator

The student's **Summer Sch. Bil/EsI** field is cleared for the next school year.

## At Risk Data

**Registration > Maintenance > Student Enrollment > At Risk**

Maintenance > Student Enrollment SessionTimer: 59 min and 43

Student ID:  Student Name:  Texas Unique Stu ID:

Demo1 Demo2 Demo3 **At Risk** Contact W/R Enroll SpecEd G/T Bil/ESL Title I PRS Generic PK

**At-Risk:**

PEIMS at-risk criteria:	Documentation
<input type="checkbox"/> 1. Unsatisfactory performance on readiness test (PK - 03)	<input type="checkbox"/>
<input type="checkbox"/> 2. Did not maintain avg of 70 in 2 or more subject (07-12)	<input type="checkbox"/>
<input type="checkbox"/> 3. Not promoted for one or more school years	<input type="checkbox"/>
<input type="checkbox"/> 4. Unsatisfactory performance on assessment instrument	<input type="checkbox"/>
<input type="checkbox"/> 5. Pregnant/parent	<input type="checkbox"/>
<input type="checkbox"/> 6. Placed in a DAEP (TEC37.006)	<input type="checkbox"/>
<input type="checkbox"/> 7. Expelled (TEC37.007)	<input type="checkbox"/>
<input type="checkbox"/> 8. On parole,probation,deferred prosecution or other conditional release	<input type="checkbox"/>
<input type="checkbox"/> 9. Previous PEIMS dropout	<input type="checkbox"/>
<input type="checkbox"/> 10. LEP	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 11. Is in the custody or care of the DFPS or has been referred to DFPS	<input checked="" type="checkbox"/>
<input type="checkbox"/> 12. Homeless	<input type="checkbox"/>

MTGR clears the following **PEIMS at-risk criteria** fields:

- **1. Unsatisfactory performance on readiness test (PK - 03)**
- **4. Unsatisfactory performance on assessment instrument**
- **5. Pregnant/parent**
- **6. Placed in a DAEP (TEC37.006)**
- **7. Expelled (TEC37.007)**
- **11. Is in the custody or care of the DFPS or has been referred to DFPS**
- **12. Homeless**

If **11. Is in the custody or care of the DFPS or has been referred to DFPS** is the *only* **PEIMS at-risk criteria** field selected for the student, the **At Risk** field is also cleared for the student when MTGR is run.

## LEP, Bilingual, and ESL Codes

**Registration > Maintenance > Student Enrollment > Bil/ESL**

Maintenance > Student Enrollment SessionTimer: 59 min a

Save Comments

Student ID:  Student Name:  Texas Unique Stu ID:  Retrieve

Demo1 Demo2 Demo3 At Risk Contact W/R Enroll SpecEd G/T **Bil/ESL** Title I PRS Generic

Delete	Details	Campus	Entry Date	Exit Date	Reason	BIL Type	ESL Type	LEP Cd	Par Perm Cd
		001	08-24-2015	--		0	0	S	

+ Add

Home Lang:  Yrs US Sch:

Campus:  Bilingual:

Entry Date:  ESL:

Exit Date:  LEP Cd:

Reason:  Par Perm Cd:

+33

**OLPT English Test**

Type:

Date:

Score:

**OLPT Spanish Test**

Type:

Date:

Score:

### Years in US Schools and LEP Codes and Years

MTGR increments the student's **Yrs US Sch** field using the following guidelines:

- If **Yrs US Sch** is blank, a blank is rolled over to the next school year.
- If **Yrs US Sch** is 0 or 1, increment to 2.
- If **Yrs US Sch** is 2, increment to 3.
- If **Yrs US Sch** is 3, increment to 4.
- If **Yrs US Sch** is 4, increment to 5.
- If **Yrs US Sch** is 5, increment to 6.

- If **Yrs US Sch** is 6, code 6 is rolled over to the next school year.

MTGR changes the student's **LEP Cd** field:

- If **LEP Cd** is 0, the code is rolled over to the next school year.
- If **LEP Cd** is 1 and the student has an exit date, change to *F*.
- If **LEP Cd** is *F* (i.e., *first year of LEP monitoring*), change to *S* (i.e., *second year of LEP monitoring*).
- If **LEP Cd** is *S*, no record is created in the next school year.

### **Bil/ESL Parental Permission Code**

If the student's **Par Perm Cd** field is *B* (i.e., *Parent/Guardian Approved ESL-Not Deny BIL PK-8*) and he will be in grade level 9-12 in the next school year, the code is changed to *F* (i.e., *Parent/Guard Approved LPAC Plan 9-12*).

## **Generic Programs**

### **Registration > Maintenance > Student Enrollment > Generic**

MTGR moves generic programs to the next school year according to the settings of the **Move Program to Next Year** fields on Registration > Maintenance > District Profile > Generic Ent/Wd Program Codes and Registration > Maintenance > Campus Profile > Campus Generic Ent/Wd Program Codes.

- If the field on the district-level page is set to *N* or blank, the **Move Program to Next Year** field is disabled on the campus-level page. The district setting overrides the campus setting. The program will be dropped when MTGR is run.
- If the field on the district-level page is set to *Y*, the program is rolled over to the next school year.
- If the generic program does not exist at the next year campus, the program is not created for the student in the next school year.
- For students who exited a program with reason code EP (i.e., exit program), the program is not rolled over to the next school year.

## Verify Scheduling Updates

### Student Schedules and Alternate Course Requests

*Scheduling > Maintenance > Student Schedules > Course Requests*

MTGR clears student scheduled courses as well as any alternate course requests.

## Verify Special Education Updates

### Extended School Year (ESY) Services

*Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information*

The screenshot shows the 'Special Education' system interface. The 'Program Information' tab is active, and the 'Extended School Year Services' section is highlighted with a red box. The fields in this section are:

- Extended School Year Services:
- Extended School Year Services Hours:
- Extended School Year Services Speech Hours:

The following fields are cleared for the student in the next school year:

- **Extended School Year Services**
- **Extended School Year Services Hours**
- **Extended School Year Services Speech Hours**

## Verify Test Scores Updates

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### Precoding STAAR Status

**Test Scores > Maintenance > Individual Maintenance > PRECODE**

MTGR moves the precoding values assigned to each subject to the next school year, and clears the **Above Grd** field for every subject in the next school year.

## Verify <sup>tx</sup>Suite Updates

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### <sup>tx</sup>Gradebook

- When MTGR is run, the teachers' user ID and password are removed from <sup>tx</sup>Gradebook for security reasons. The teachers, as well as district and campus administrators will need to register again for the next school year.

The <sup>tx</sup>Gradebook Skills-Based Report Card setup information is not cleared when MTGR is run; this information is retained and can be used in the next school year.

Students' next year schedules and/or course requests are cleared in order for the Graduation Plan application to correctly calculate the student's credit status.

### <sup>tx</sup>Connect Parent Portal

**Parent** user names and passwords **are not** removed and remain the same for the next school year.

Student portal IDs also remain the same, with a couple of exceptions:

- Students who graduated or withdrew from school are not created in the next school year, and the student portal IDs are deleted from their student records.
- Students who no longer have portal IDs are no longer listed in their parents' account in <sup>tx</sup>Connect.

# AFTER MOVE TO GRADE REPORTING

## Verify Historical Data

After running MTGR live, the upcoming school year becomes the current school year and is displayed in the top-right corner. If you have access to view historical data, you will be able to select the prior year to view historical data.

Click **Change** to enable the **School Year** field.



In the **School Year** field, verify that you can select the prior year. Click **Apply**.



## Verify Current Year Data

After you run MTGR, run the following reports to verify that students are in the correct grade level, that their schedules were moved to Grade Reporting correctly, and that they are properly enrolled in their special programs.

- Grade Reporting > Reports > Grade Reporting Reports > Student Schedules > SGR1940 - Student Course List
- Health > Reports > Health Reports > All
- Registration > Reports > Registration Reports > Program > SRG1200 - Student Status Changes by Program
- Registration > Reports > Registration Reports > Student > SRG0200 - Student Name Listing
- Registration > Reports > Registration Reports > Withdrawal > SRG1700 - Leaver Tracking Report
- Special Education > Reports > Special Ed > Student > SEM0000 - Special Ed Student Listing

## **Rebuild the Database**

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Contact your system administrator and request to have the database rebuilt. The system administrator will run a 'rebuild database' utility in Sybase.



