



PREPARATION FOR ROLLING FY13 SOES DATA INTO FY14

- The rollover process is automated meaning that all active student records from FY13 will be copied into the FY14 SOES database for you. However, you will still need to make the appropriate changes to your FY13 data BEFORE the current year's database closes on July 15, 2013.

Please do the following:

- Students will be enrolled in the FY14 database according to the "Grade Level Next Year" field. This field defaults to "Auto Select" – meaning all students in Grades K-11 will be promoted to the next grade level.
- If any students in grades K-11 should not be promoted to the next grade, then change the "Grade Level Next Year" field to reflect the correct grade level for the next school year (FY14).
- For students currently listed as 12th graders—if the "Grade Level Next Year" field is left on "Auto Select"—**they will not roll forward**, as they are assumed to have graduated.
- If any 12th graders have not completed their course of study and will be returning next school year, then change the "Grade Level Next Year" field to grade 12 for the next school year (FY14). THIS IS VERY IMPORTANT, as you will not have access to the FY13 database to roll these students forward individually.
- For students that completed the current school year but are not returning to your school for next year, enter a "To Date" that reflects their last day of attendance, enter the appropriate withdrawal code, and re-enter the membership units (even though the number will be the same).
- If a student record is rolled forward in error (they did graduate or did not return to school), please make the record inactive in the FY13 database. Instructions for doing so can be found in the SOES manual. Remember, if returning students are "No Shows", you may not utilize the "105-hour provision" unless they have attended one full instructional day in the FY14 school year.