

## Re: Preparation for the Rollover!!!!

1. Print all reports required by your school to be kept on file for individual students (i.e. Attendance, Discipline, Grades, Demographics, etc.)
2. Enter Retained students: Go to Students, Add/Edit, select the student to be retained, Click on the Options button and then the Retained button
3. Print a hard copy of withdrawn students with any relevant info.
4. If you use the Transcripts utility, post and then double-check Promotions/ Retentions/ Absences. Then Archive the transcripts by performing the following steps:
  - a. Go to File, Report Modes
  - b. Check Use Predestination Dialog and Enable Final Destination, OK
  - c. Select Daily, Transcripts Report, Transcripts
  - d. Select the appropriate filter and report options, Print
  - e. Select Preview and then OK—could take several minutes
  - f. When the first page appears, click the print icon in upper right, a report Destination menu appears
  - g. Click the Archive tab, enter a filename in Description (i.e. Seniors 2004), enter notes if needed, then click Archive
  - h. Status bar disappears and you click Cancel
  - i. Exit report by clicking the door in upper right
  - j. To retrieve the archived report go to Utilities, System Utilities, Print Archived Reports. Select and click Retrieve

Our office will do the actual rollover this summer. Let us know when you are ready.