

# End of School Year Procedures

## User Reference Guide



Distribution: RTI District Supervisor

### Overview

**Purpose:** Frontline RTI provides RTI District Supervisor permissioned users with the ability to easily close out the current School Year and set up the database for the upcoming School Year.

Topics:

1. Pending Interventions
2. Grade Rollover
3. Inactivation Rollover
4. Intervention Rollover

Remember to check the relevant fields in Maintenance and update as needed.

Some examples:

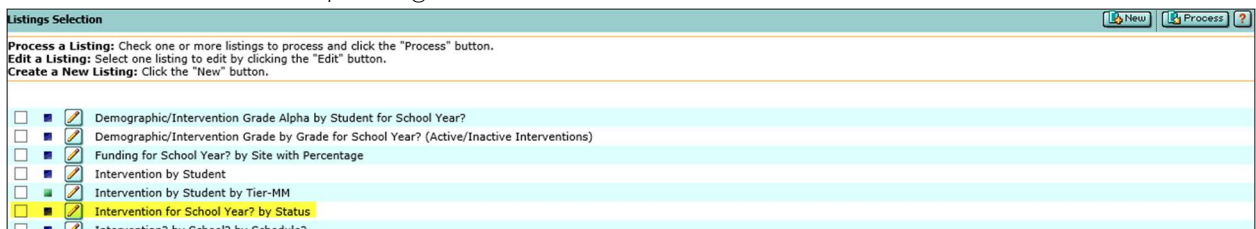
- a. Enter new providers, update/change provider sites and/or permission levels, and inactivate providers no longer using Frontline RTI.
- b. Check School Year to Show.
- c. Update Signatures.
- d. Update Assessment Profiles.
- e. Update Intervention Information.

### Step-by-Step Guide

#### 1. Pending Interventions

There should be **no** pending interventions at the end of the school year. The district may direct the intervention staff to update any pending interventions they are responsible for. Interventionists may update the pending interventions individually or use Mass Data Entry-Edit Intervention to update.

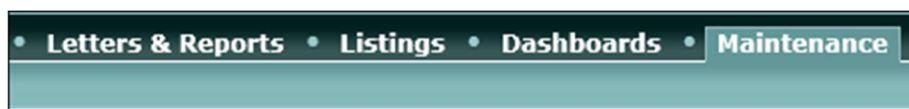
- Listings: Process the “Interventions for School Year? By Status” listing for a list of students with pending interventions.



- My Students: Review the pending interventions for these students.
  - Delete any intervention(s) the student(s) did not receive.
  - If student(s) did receive the intervention(s), review the intervention(s) for accuracy, and update the status to Inactive. Be sure to enter the appropriate end date.

## 2. Grade Rollover

Grade Rollover is accessible in Maintenance under Mass Data Entry. A Grade Rollover will increase each student's demographic grade by one grade. For example, if a student is currently in Grade 5 and a Grade Rollover is completed, the student's demographic grade will update to Grade 6. All students remaining in the current grade (i.e.-not advancing to the next grade level) will require manual entry back to the current grade.



- Grade Rollover can only be completed from July 1<sup>st</sup> through December 31<sup>st</sup>.
- Grade Rollover is disabled for districts that have the Demographic Grade field updated by Centris Sync.
- Ungraded and Grade 12 remain the same.

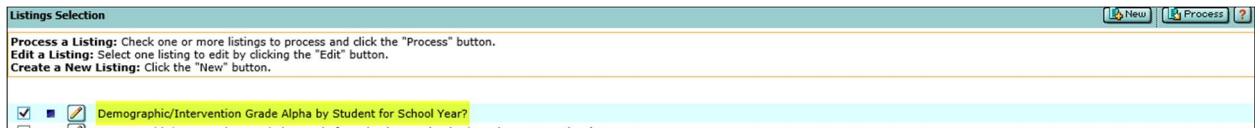


### a. Before you perform a Grade Rollover:

- Click the Grade link in the Student Information section in Maintenance.



- Make sure the grades are in the correct order.
- If the grade order needs to be changed, click Edit Order to put the grades in the correct order.
- Click Save & Return to Maintenance.
- Process the listing "Demographic/Intervention Grade Alpha by Student for School Year?" to compare the current demographic grade with the current intervention grade. Make any necessary corrections to either the student's demographic or intervention grade.



b. To Perform a Grade Rollover:

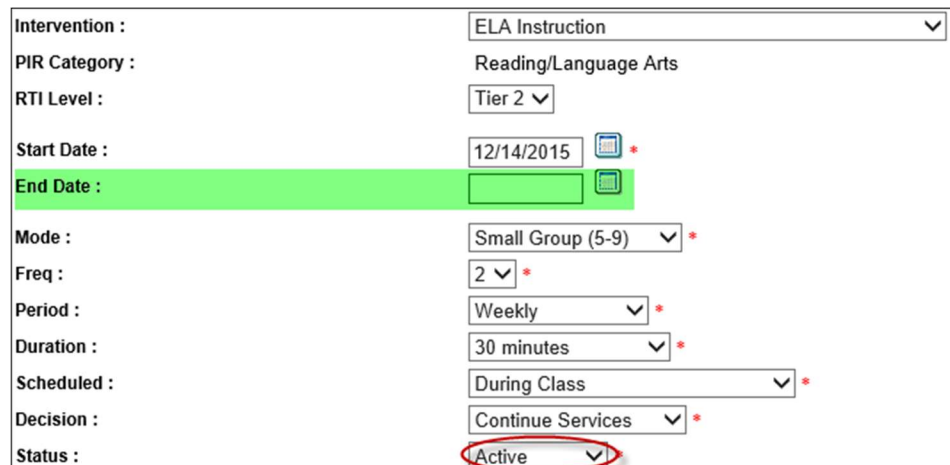
- Click the Grade Rollover link in Maintenance>Mass Data Entry.
- Click the Rollover Grades button.

### 3. Inactivating Interventions

Interventions that have a status of “Active” at the end of the school year need to be inactivated. Methods to inactivate interventions are described below. The district may direct the intervention staff to update any “Active” interventions they are responsible for.

a. Manual Entry

The status of each student’s intervention can be manually updated from active to inactive. An end date is required, if not already entered for the intervention.



b. Mass Data Entry-Edit Intervention

- Interventionists may update/edit any “Active” interventions for the current school year to “Inactive” using the Mass Data Entry-Edit Intervention feature. For step-by-step instructions on using this feature, see Mass Data Entry-edit Interventions in Online Help.

c. Inactivation Rollover

Inactivation Rollover inactivates all interventions that match the selected criteria. The Inactivation Rollover is accessible on the Maintenance tab under Mass Data Entry, as seen below circled in red.

**Note:** The Inactivation Rollover feature will not create new interventions. If you would like to create new interventions for the upcoming school year, refer to either the Intervention Rollover section or the Mass Data Entry section of this document.



### To Perform an Inactivation Rollover:

- Click the Inactivation Rollover link in Maintenance>Mass Data Entry (as seen above, circled in red).
- Enter the following:
  - School Year: Enter the current school year.

**School Year**  
For the School Year identified, interventions with an "Active" status will be changed to "Inactive":

- Grade: Enter the grade range for the interventions that will be inactivated. This grade refers to the Intervention Grade and not the Demographic Grade.

**Grade**  
Please select a Grade range to indicate which interventions with an "Active" status will be changed to "Inactive":  thru   
(If you wish to select only a single Grade, select that same Grade in both boxes.)

- Site: Enter the site of the interventions that will be inactivated. *Only one site can be processed at a time.*

**Site**  
Please select the Site for the interventions that will change from "Active" status to "Inactive":

- End Date: Enter the end date for the interventions. This can be applied to all interventions OR only the interventions that currently have a blank end date.

**End Date**  
1. Please select an end date for all "Active" interventions that will be changed to "Inactive." This date will be applied to all interventions or just to the interventions with a blank end date.  
- Please select the End Date for the "Active" interventions that will change to "Inactive":   
- Which End Dates do you want to modify?   
2. Please select a value for the End Date for the new Interventions:   
Please enter the End Date for the new interventions:

- Decision- This is informational only. This section displays details about the decision field for the interventions.

- Click Next.

- Review Criteria and Select Interventions to Rollover: All interventions that will be inactivated should remain selected. Interventions that will not be inactivated should be deselected.
- Click Process.
- A warning message displays: “Click Yes to Continue or No to Cancel the Rollover”.
- The Rollover History screen displays. Click a batch number to view interventions that have been inactivated.

#### 4. Intervention Rollover

Intervention Rollover will inactivate all interventions that match the selected criteria and create new interventions in the upcoming school year. Intervention Rollover is located in Maintenance under Mass Data Entry.

**IMPORTANT:** The last grade at any site must be rolled over individually as students will be entering a new site.

**Note:** If you do not want to create new interventions in the following school year, refer to the Inactivation Rollover section.

To Perform an Intervention Rollover:



- Click the Intervention Rollover link under Maintenance>Mass Data Entry (as seen above circled in green).
- Enter the following:
  - School Year:
    - Step 1: Enter the school year of the interventions that will be inactivated (current school year, which ends 6/30/20XX).
    - Step 2: Enter the school year of the interventions that will be created (upcoming school year, which begins in September).

School Year	
1. For the School Year identified, interventions with an "Active" status will be changed to "Inactive":	2014-2015 ▼
2. New interventions will be created in the identified School Year with information carried over from the original interventions:	2015-2016 ▼

- Grade: Enter the grade range of the interventions that will be inactivated. This grade refers to the Intervention Grade and not the Demographic Grade.

*If the Grade Rollover has already been performed, the Demographic Grade will be used as the Intervention Grade for the new interventions.*

Grade
1. Please select a Grade range to indicate which interventions with an "Active" status will be changed to "Inactive": <input type="text"/> thru <input type="text"/>
(The grade on these interventions will not change. If you wish to select only a single Grade, select that same Grade in both boxes.)
2. Grade Rollover has been performed for the current school year. The Grade on the new interventions will be the Demographic grade.
(New interventions will not be generated for Grade 12 students.)

- Site: Enter the site of the interventions that will be inactivated. Only one site can be processed at a time.  
To change the Site and/or Administrator for the new interventions, select 'Yes' to modify these fields and select the new Site and/or Administrator.

Site
1. Please select the Site for the interventions that will change from "Active" status to "Inactive": <input type="text"/>
2. Do you want to modify the Site and Administrator for the new interventions? <input type="text"/>
The Site and Administrator values will remain the same for all students in the grade range selected above.

- Provider: Determine whether or not to carry over the Provider to the new interventions. Provider is required when Active is selected as the status of the new interventions.

Provider
1. When the "Active" intervention status is changed to "Inactive", the Provider will remain the same.
2. Do you want to carry over the Provider? <input type="text"/>
If No is selected, the Provider will be blank on the new interventions and the status of the new interventions will be set to Pending.





- Status: Enter the status for the new interventions. The status can be either Pending or Active.

Status
1. The Status of "Active" interventions will change to "Inactive."
2. Please select the Status for the new interventions: <input type="text"/>

- Start Date: Enter the start date for the new interventions.

Start Date
1. The Start Date of "Active" interventions changed to "Inactive" will remain the same.
2. Please select the Start Date for the new interventions: <input type="text"/>

- End Date – Step 1: Enter the end date for the interventions that are being inactivated. This can be applied to all interventions or only the interventions that currently have a blank end date.  
End Date – Step 2: Enter the end date for the new interventions. You can enter a date, leave this field blank or use the original end date.

End Date	
1. Please select an end date for all "Active" interventions that will be changed to "Inactive." This date will be applied to all interventions or just to the interventions with a blank end date.	
- Please select the End Date for the "Active" interventions that will change to "Inactive":	06/22/2015 
- Which End Dates do you want to modify? <span>Blanks Only</span> 	
2. Please select a value for the End Date for the new Interventions: <span>Enter Date</span> 	
Please enter the End Date for the new interventions: 06/24/2016 	

- Decision- This is informational only. This section displays details about the decision field for the interventions.

Decision	
1. The Decision field for interventions changed from "Active" status to "Inactive" will remain the same.	
2. The Decision field for the new interventions will be set to "Continue Services."	

- Review Criteria and Select Interventions to Rollover: All interventions that will be inactivated should remain selected. Interventions will be created in the upcoming school year for the selected interventions. Interventions that will not be inactivated should be deselected.
- Click Process.
- A warning message displays: "Click Yes to Continue or No to Cancel the Rollover".
- The Rollover History screen displays. Click a batch number to view rolled over interventions.

## Summary

This document is intended to guide Frontline RTI Supervisors through the process of closing out the current school year, as well as setting up the Frontline RTI database for the upcoming school year.