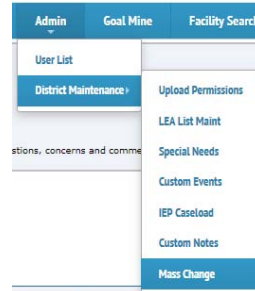


What happens during the Rollover???

- Student Approval records with dates in the future from 2018-19 will rollover to 2019-20
- Student Approval records with no end date from 2018-19 will rollover to 2019-20
- All Personnel Approval records from 2018-19 will rollover to 2019-20
- District / Coop relationship permissions from 2018-19 will rollover to 2019-20
- Caseload definitions from 2018-19 will rollover to 2019-20
- Program definitions from 2018-19 will rollover to 2019-20
- Indicator 11 and 13 will rollover to 2018-19 to 2019-20
- Transportation will rollover from 2018-19 to 2019-20
- Personnel Approval record districts will rollover from 2018-19 to 2019-20
- Any salaries entered will rollover for personnel records from 2018-19 to 2019-20
- Student Approval record districts will rollover from 2018-19 to 2019-20
- Participation days and student claim costs for each record will rollover from 2018-19 to 2019-20
- Student caseload data from the student profile will rollover from 2018-19 to 2019-20
- Upon request, Student Approval Notes can be rolled by ISBE

HOW TO ACCESS MASS CHANGE



Change Student Approval Begin Dates

1

Select Use School Calendar then by Resident District or Serving District

2

Select to change for Resident District or Serving District-Type in a Begin Date-Click Use For All

Change Student Approval Begin Dates

Use School Calendar

By Resident District

By Serving District

Begin Date: MM/DD/YYYY

Select	District	Date
<input checked="" type="checkbox"/>	Hope Learning Academy - Intensive	08/15/2019
<input checked="" type="checkbox"/>	ICA-Fairview	08/15/2019
<input checked="" type="checkbox"/>	IDTC - T.C. Harris School	08/15/2019
<input checked="" type="checkbox"/>	Harrisburg CUSD 3	08/15/2019
<input checked="" type="checkbox"/>	Galatia CUSD 1	08/15/2019
<input checked="" type="checkbox"/>	Eldorado CUSD 4	08/15/2019

OR

Change Student Approval Begin Dates

Use School Calendar

By Resident District

By Serving District

Begin Date: 08/15/2019

Select	District	Date
<input checked="" type="checkbox"/>	Hope Learning Academy - Intensive	08/15/2019
<input checked="" type="checkbox"/>	ICA-Fairview	08/15/2019
<input checked="" type="checkbox"/>	IDTC - T.C. Harris School	08/15/2019
<input checked="" type="checkbox"/>	Harrisburg CUSD 3	08/15/2019
<input checked="" type="checkbox"/>	Galatia CUSD 1	08/15/2019
<input checked="" type="checkbox"/>	Eldorado CUSD 4	08/15/2019

Change Caseload Begin Dates

1

Select By Class Location-Type in a Begin Date-Click Use For All

OR

2

Select By Class-Type in a Begin Date-Click Use For All

Change Caseload Begin Dates

By Class Location

By Class

Begin Date: 08/15/2019

Select	Location	Date
<input checked="" type="checkbox"/>	Bridgeport Grade School	08/15/2019
<input checked="" type="checkbox"/>	Clay City	08/15/2019
<input checked="" type="checkbox"/>	Clay City Elementary	08/15/2019
<input checked="" type="checkbox"/>	Clay City High School	08/15/2019
<input checked="" type="checkbox"/>	Clay City Jr High/High School	08/15/2019
<input checked="" type="checkbox"/>	Clay City Jr. High	08/15/2019
<input checked="" type="checkbox"/>	Flora	08/15/2019
<input checked="" type="checkbox"/>	Flora Elementary	08/15/2019
<input checked="" type="checkbox"/>	Flora High School	08/15/2019

Change Caseload Begin Dates

By Class Location

By Class

Begin Date: 08/15/2019

Select	Classname	Date
<input checked="" type="checkbox"/>	CL10 CC C01	08/15/2019
<input checked="" type="checkbox"/>	CL10 CC C02	08/15/2019
<input checked="" type="checkbox"/>	CL10 CC C03	08/15/2019
<input checked="" type="checkbox"/>	CL10 SL C01	08/15/2019
<input checked="" type="checkbox"/>	CL25 CC C01	08/15/2019
<input checked="" type="checkbox"/>	CL25 CC C02	08/15/2019

A few tips to remember...

- Uncheck a district, class location or class name if you don't want to enter a date

Select	District	Date
<input type="checkbox"/>	Arlyn Day School - Extended	08/27/2018
<input type="checkbox"/>	Boston Higashi - Extended	
<input type="checkbox"/>	Camelot of Belvidere-Int	08/20/2018
<input checked="" type="checkbox"/>	Chilede Institute	08/22/2018
<input checked="" type="checkbox"/>	Great Circle St. Louis Campus	08/13/2018

SECOND CHANCE

- You can use the mass change facility more than once. If you don't have all the data you need the first time, just come back later and make the date changes once you have the data you need.
- Don't do mass change on begin dates once you start doing end/adds on the 2019-20 approval records.



Detach All Programs from FACTS

Detach All Programs from FACTS
 Clear Personnel Salaries
 Clear Days/Costs



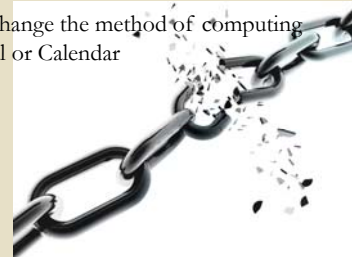
Claim Term: Regular Include Claim

Tuition
 Tuition Bill:

Method of Computing Days
 Manual
 Calendar

Program Testing Show Coop Programs

- Checking this option will remove the program selection on student claim record.
- The method of computing days will remain Program
- This will not change the method of computing days to Manual or Calendar



Clear Personnel Salaries



- Detach All Programs from FACTS
- Clear Personnel Salaries
- Clear Days/Costs

- Checking this option will remove personnel salaries from the personnel approval record
- Keep in mind, this data will also be removed from the 2019-20 programs that those personnel are attached to (P5066B)

Local Salary & Benefits:

IDEA Discretionary/Flow Through Salary & Benefits:

IDEA Preschool Salary and Benefits:

Orphanage Salary and Benefits:

Other Salary and Benefits:

Evidence Based Funding - Personnel:

NOTE: Salary fields are not required to be completed if personnel are being reported for approval only (not included on a program).

Delete	Personnel	Spec Id	Term	Function	Alloc Ratio	Salary+Benefits	Salary Allocation	Evidence Based Funding	Evidence Based Funding Allocation	Total Funds	Fed Funds Alloc.	Other Funds	Other Salary Alloc.
X	DemoPaloma Allen	A	Regular	1200	1.000	\$9,000	\$9,000	\$0	\$0	\$0	\$0	\$0	\$0
X	DemoAngie Baker	C	Regular	1200	1.000	\$15,500	\$15,500	\$3,500	\$3,500	\$0	\$0	\$0	\$0
X	DemoMarisa Bell	B	Regular	1200	1.000	\$65,000	\$65,000	\$9,000	\$9,000	\$3,000	\$3,000	\$1,000	\$1,000

Clear Days/Costs

- Detach All Programs from FACTS
- Clear Personnel Salaries
- Clear Days/Costs

- Checking this option will remove the participation days and education costs from the student claim records
- Keep in mind, this data will also be removed from the 2019-20 programs that those students are attached to (S5066B)

Participation Days

Regular Enrolled In Session

Total

Costs

Cost Per 1.0 ADE:

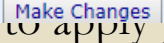

Equip Cost: Regular Total

Aide Cost: Regular Total

Contact: Regular Total

End Date	Days Enrolled	Days Session	ADE	% Special Ed	Special Ed ADE	Equip Cost	Equip Cost	Contract Cost				
529964	49-081-0410-25	A	8/3/2017	1/10/2018	82	176	0.5060	30	0.1518	\$0	\$0	\$0
529964	49-081-0410-25	A	1/11/2018		87	176	0.4940	29	0.1433	\$1,000	\$0	\$500
782003	49-081-0410-25	A	8/3/2017		176	176	1.0000	26	0.2600	\$0	\$0	\$0
728356	49-081-0410-25	X	8/17/2017	10/24/2017	166	176	0.9430	100	0.9430	\$25,000	\$0	\$0
150194	49-081-0410-25	E	8/3/2017		48	176	0.2710	34	0.6887	\$500	\$2,500	\$500
380194	49-081-0410-25	E	10/25/2017	6/1/2018	130	176	0.7390	37	0.2734	\$0	\$0	\$0
471935	49-081-0410-25	X	8/13/2017		169	176	0.9600	100	0.9600	\$0	\$0	\$0
522115	49-081-0410-25	E	3/31/2018		74	176	0.4200	100	0.4200	\$0	\$1,200	\$0
053082	49-081-0410-25	E	8/3/2017	10/22/2017	44	176	0.2500	87	0.2175	\$0	\$0	\$0

Make Changes...

- Do NOT use Change Approval End Dates at this time
- After the mass change areas have been addressed, click the Make Changes button  to apply your selections to your 2019-20 data
- To view the progress, watch the status window 
- If the status does not update, click Refresh
- Once the final step has been completed, the mass changes can be printed 