

OUT OF ZONE WORKSHOP 2021

The student roll forward to create the enrollment records for the next school year is based on the district's school boundary maps. The student's physical address determines which school the student is zoned for. The ONLY exception to this is if a student has a current out of zone record, then they are rolled to the request school in that record. Therefore, ANY student that is not attending their zoned school for ANY reason MUST have an out of zone record for that request school. Also, any out of zone record that is no longer valid, needs to be end dated. This includes the students that are at the highest grade level at your school.

In order to have the most accurate student roll forward possible, please follow these procedures:

1. **End date the current out of zone records for your students that are at the highest grade level for your school** (does not pertain to high schools). These students will be progressing from elementary to middle, or middle to high, so their current out of zone records for your school must be end dated in order for them to roll forward correctly. You can do this using the out of zone loader.
 - a. Setup: As of Date = current date, do NOT check to match on year.

Setup-04.22.2020

Year : 2021

District : 028

School : 004

As Of Date : Mar 15, 2021

Match On Year

Filters

OK

- b. Filters: Grade = highest grade level, Ooz Codes = A38 (start with this code, then run it again for each Ooz code), Filter Dates = school year range.

Additional Filters

Grade : 05

Gender :

Ethnic :

OOZ Codes : A09,A22,A23,A24,A31,A3...

Special Codes :

Exceptionality :

Sped : All Sped Only Non Sped

504 : All 504 Only Non 504

LEP : All LEP Only Non LEP

Filter Dates

From Date : Sep 8 2020

To Date : May 28 2021

OK

- c. When the listing comes up,
- i. Go to Post Dates on bottom right, enter an End Date beyond the last day of school such as 6-1-2021, check the Overwrite field, DO NOT check the Overwrite field for the Begin Date.
 - ii. Click in the OOZ Code field for each record that contains the same code, such as A38, you will see it change to an asterisk, then click on that code on the right. The record will now contain the end date.
 - iii. **Repeat this for each of the Out Of Zone Codes.**

SIDNO	Current Sch...	Request Sc...	Zone School	NZ School	OOZ Code	Begin Date	End Date	Add
4049971	004	004	004		A38	2016-08-11	2021-06-01	
5049979	004	004	013		A38	2016-08-11	2021-06-01	
5049989	004	004	029		A38	2013-08-13	2021-06-01	
6049991	004	004	006		*	2016-08-11		
5049980	004	004	014		*	2016-08-11		
5049957	004	004			*	2018-08-08		
5339520	004	004	028		A38	2016-08-11		
5049987	004	004	040		A38	2017-08-09		
6049999	004	004	040		A38	2017-08-09		
5049875	004	004	029		A38	2016-08-11		
7049952	004	004	014		A38	2018-08-08		
5049898	004	004	014		A38	2016-08-11		
5339855	004	004	029		A38	2016-08-11		
5339910	004	004	039		A38	2016-08-11		
6049909	004	004	029		A38	2016-08-11		
5099943	004	004	009		A38	2016-08-11		
5339757	004	004	028		A38	2016-08-11		
5009781	051				A38	2019-08-15	2021-02-02	
5049983	004	004	049		A38	2016-08-11		
5049981	004	004	014		A38	2015-08-13		
5049944	004	004	014		A38	2018-08-08		

Search:

Code	Description
A22	2nd Semester, can tpay to complete year
A31	Assistant Superintendent Approved
A35	Child Welfare and Attendance Approved
A34	Employee Transfer Student
A09	Hardship
A37	Homeless
A24	Out of Parish Student
A38	Program/Academy Participant
A33	School Choice
A39	SEAT Program
A23	Special Education
A36	Student Enrolled in English as a Second Language Program

Post Dates

Begin Date: Sep 08 2020 Overwrite

End Date: Jun 01 2021 Overwrite

Current School: Overwrite

Request School: Overwrite

Zone School: Overwrite

NZ School: Overwrite

2. **End date any outstanding out of zone record that may have carried over from an old enrollment.** You may have already taken care of these by working the ANS report Out of Zone Open Transfers Report, if not please take care of them now and keep them maintained as students enroll and withdraw. Run the out of zone loader and look for any “Request School” that is not your school, and end date that record.
3. **End date the current out of zone record for any student that it no longer applies to.** This would include any student no longer in an academy, immersion program, ESL, etc. for your school in the next school year. If the student is going back to their zoned school for the next school year, you only need to end date the out of zone record, you do not need to withdraw them at the end of the school year. You only need to withdraw their enrollment if they are leaving our school district.
4. **Enter new out of zone records for students going to an out of zone school in the next school year.** This includes all academies, immersion, ESL, special ed, employee transfer, etc. The Out of Zone Loader can be used for this also.
 - a. This time in your setup, select the grade levels that you need to enter records for, and leave the field blank for the OOO Codes.

- b. Under Post Dates (bottom right), enter the information for the out of zone record. The required fields are Begin Date, Request School and Ooz Code.
 - i. **Begin Date** = 8-12-2021, for first day of school next year
 - ii. End Date = Blank for now
 - iii. Current School = Blank or your school
 - iv. **Request School** = out of zone school for the 21-22 school year, this field is the school used for the roll forward record and **MUST** be entered here
 - v. Zone School and NZ School are not needed, leave blank
 - c. Click in the “Add” column for each student that will be attending this request school, you will see an asterisk appear. Now select the applicable **OOZ Code** on your right. You will need to do this separately for each request school and Ooz Code.
 - d. Repeat this process for each combination of request school and out of zone codes that you have. For example, once for each academy that you have students attending next year.
5. **Make sure that any of your current out of zone students, that need to remain with you next year, have an out of zone record for your school without an end date** (or end dated in their final year with you). This applies to any academy at your school, ESL, Gifted, Special Education, etc.
 6. **Make sure to maintain these records throughout the remainder of the school year.** If students leave our district, or leave your academy/program, these records need to be end dated as well as any applicable program records. Also make sure that any new students that you re-enroll do not have any old out of zone or program records that need to be end dated.
 7. **Make sure that your student’s physical addresses are current.**
 8. **To get a listing of where your students will be enrolled next year, you can run the Student Next School List.** This report takes into account the out of zone records.
 9. **After the roll forward you can get a report of where your 21-22 students last attended by running the Student Feeder Trends or Feeder Report, both under Student Master > Lists.**