

## How do I search for the incoming students for the next school year in iPASS?

**First, the incoming students must have Next Year school and Next Grade Level entered on the Biographical Profile screen and then you can search for these students in several ways depending on what you want to do:**

- Search on the school specific **Add/Modify Student Bio** screen:
  - **Select School Year** = [ NEXT School Year (ie. 2019-2020) ]
  - Set **Grade** = [ specify CURRENT Grade or leave blank to see all incoming ]
  - Set **Enrollment** = None “ These students have not been enrolled yet for the next school year. The list will include both new incoming students and students currently enrolled with next year school designated on the Profile screen.

**Helpful Hint!** If you use special incoming “œcurrent” Grade Levels for incoming Preschool (ie. NPK), Kindergarten (ie. NKP, NKT, NKF), and Grade 1 (N01) students you will be able to run searches in that Primary School for that grade level in the current school year and get just the new incoming students.

- Search on the school specific **Mass Update Students** screen

Student Search Criteria:

- Set **Year** = [ NEXT School Year (ie. 2019-2020) ]
  - Set **Grade** = [ specify CURRENT Grade to get a list below the search limit of 250 students ]
  - Set **Status** = Incoming “ The list will include both new incoming students and students currently enrolled with Next Year School designated on the Profile screen.
- Search on the school specific **Add/Modify Requests** screen:
    - **Select School Year** = [ NEXT School Year (ie. 2019-2020) ]

- Set **Grade** = [ specify CURRENT Grade or leave blank to see all incoming ]
- Set **Enrollment** = None “ These students have not been enrolled yet for the next school year. The list will include both new incoming students and students currently enrolled with next year school designated on the Profile screen.

**NOTE:** *Withdrawn students will appear in these lists if they still have Next Year school and Next Grade Level entered on their Profile screen. All students that have withdrawn from your school districts should have the Next Year school and Next Grade Level removed. The Primary School and current Grade Level must remain for state reporting purposes.*

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