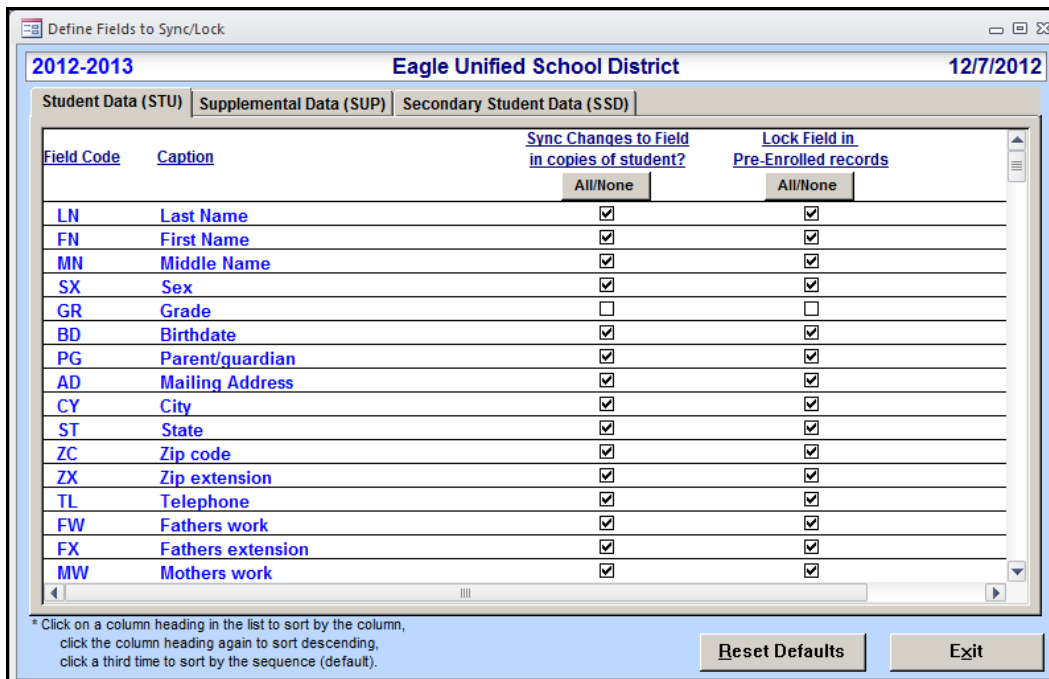# Student Sync/Lock
December 10, 2012

Aeries has a new procedure in place for Client Server districts to synchronize changes to student data throughout the district. Whenever data is changed for a student in one school, those changes can be automatically synced to the active and pre-enrolled copy of the student at another school. This includes fields in the **Students (STU)**, **Supplemental (SUP)** and **Secondary Student Data (SSD)** tables. Each field can be selected to sync or not to sync.

This procedure was developed to help alleviate the necessity of the process of running **Update Student Data** during the rollover process. As long as all allowable tables are set to be ID-based, the essential fields are set to sync, and all matriculating students are pre-enrolled in their next schools, then the **Update Student Data process is no longer needed**.

The process also includes a method with which to lock fields in a pre-enrolled copy of a student. This will keep users at the pre-enrolled school from changing key information such as address or phone numbers. As with the sync process, these fields can be selected to be locked or not.

There are also two new **District Rules** that can be selected to update inactive records in the database or to update active records when changes are made to pre-enrolled records.

The configurations are completely up to the district to decide and can be set on the **Define Fields to Sync/Lock** form in **AdminCS**.

NOTE: To disable this new feature, ALL of the Sync fields can be de-selected

DEFINE FIELDS TO SYNC/LOCK FORM

The **Define Fields to Sync/Lock** form is available in **AdminCS** through **View all Forms**.
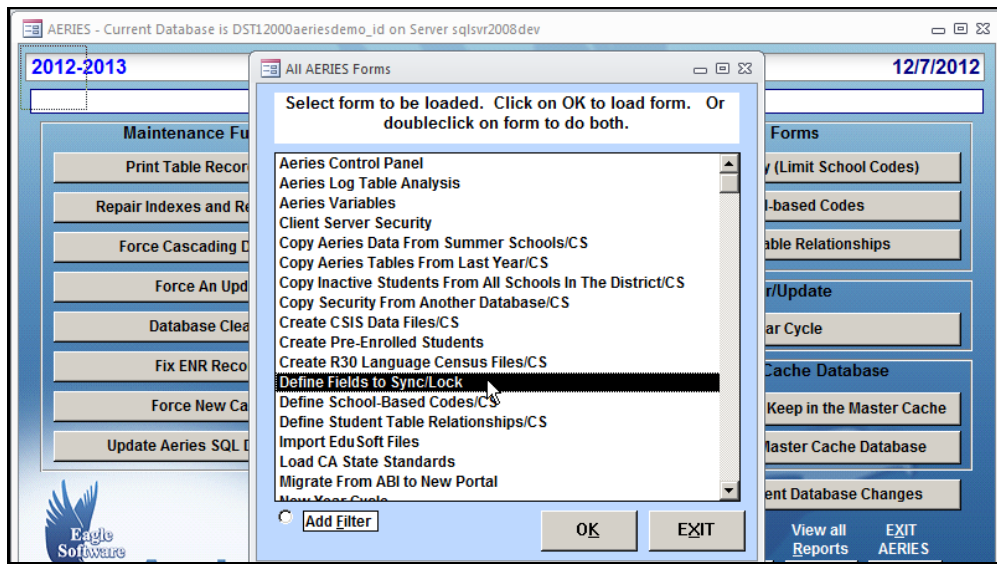
The following form will display.

There are 3 tabs on the **Define Fields to Sync/Lock** form, **Student Data (STU)**, **Supplemental Data (SUP)**, and **Secondary Student Data (SSD)**.

All the fields will default to ON except for certain **Student Data (STU)** fields that could be school specific. Some examples of the fields that do not default to ON are Grade (GR), Enter Date (ED), GPAs and Student Program (SP).

There are 2 columns for each tab. A **Sync Changes to Field in copies of student?** column and a **Lock Field in Pre-Enrolled records** column.
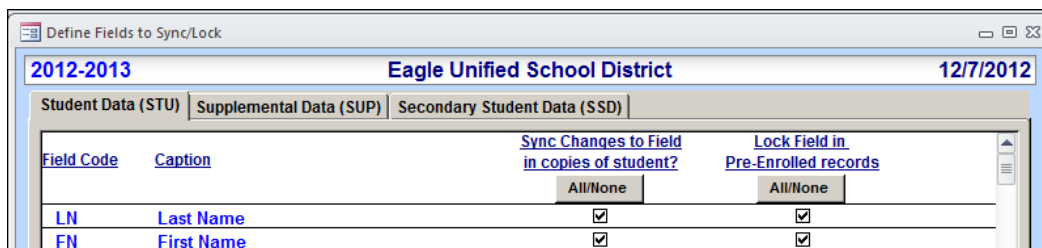
The **Sync Changes to Field in copies of student?** column will allow changes to a students record to update any active or pre-Enrolled record for the same student.

The **Lock Field in Pre-Enrolled records** column will lock the fields at the pre-enrolled school. This will prevent users at the pre-enrolled school from changing key information such as address or phone numbers. As with the sync process, these fields can be selected to be locked or not.

When the fields are selected to be locked they will display as read-only at the pre-enrolled school and cannot be changed. Below is an example of a pre-enrolled 8th grade student with various STU fields selected to lock. Note the fields are displayed in gray.

The **All/None** buttons on each column can be used to quickly turn off or on all fields. If all fields are de-selected, this will disable the syncing feature.
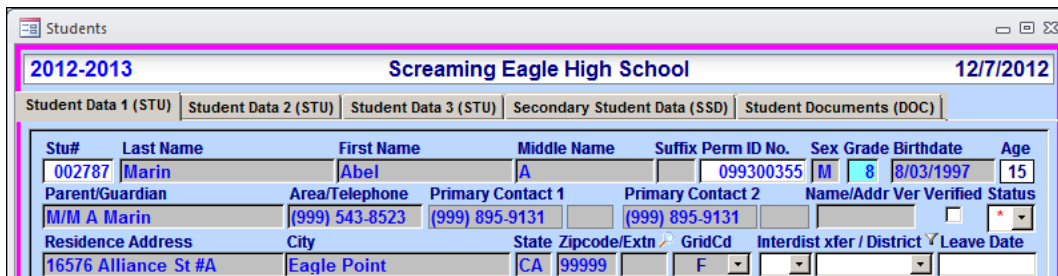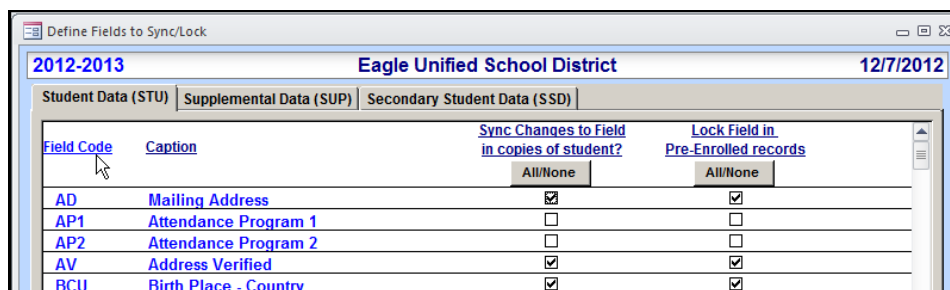
All columns can be sorted by clicking on the column heading. Click once to sort ascending then again to sort descending. Clicking a third time will sort by the default fields.

DISTRICT RULES

There are two new district rules in the district database. Both rules default to OFF.

- **Update inactive student records when changes are made to active copies of that student** -
  If this rule is selected, changes make to active student records will also change inactive records throughout the database including records in an Inactive school.

- **Update student records when changes are made to pre-enrolled copies of that student** –
  If this rule is selected, changes made to the pre-enrolled records will update the active records. The fields must not be locked on the **Define Fields to Sync/Lock** form in the **Lock Field in Pre-Enrolled records** column.