

# IT Training - Quick Reference Guide

## Pre-Rollover Audit List Report

This report will show you multiple pre-enrollments, students whose next grade may be wrong, (remember that a first time pre-enrolled student will have the same current grade and next grade value), program errors, permit errors, etc.

### RUNNING THE REPORT

1. In the Navigation Tree, click on the Reports icon
2. In the Filter Reports field: type the word rollover
3. Click on Pre-Rollover Audit Listing
4. Leave the Report Format as PDF
5. Select the type Report Delivery you want
6. Placed check marks on the desired Report Options and Comparison Options

The below image shows suggested options settings.

**Print Pre-Rollover Audit Listing Report Options**

Report Format: PDF  
Report Delivery: None

General Report Options	"Next" Field Comparison Options
<input type="checkbox"/> Include Inactive Students	<input checked="" type="checkbox"/> Next Grade is not equal to Grade + 1
<input checked="" type="checkbox"/> Include Pre-Enrolled Students	<input type="checkbox"/> Include Retained (Next Grade = Grade)
<input type="checkbox"/> Include Summer/Intersession Schools	<input type="checkbox"/> Next Teacher is not equal to Teacher
<input type="checkbox"/> Include Inactive Schools	<input type="checkbox"/> Next Program is not equal to Program
<input type="checkbox"/> Include Invalid Next Teacher errors	<input type="checkbox"/> Next Res Schl is not equal to Res Schl
<input type="checkbox"/> Include Students with Perm ID = 0	<input type="checkbox"/> Next Grid Code is not equal to Grid Code
<input checked="" type="checkbox"/> Include Students with Next School = 0	<input type="checkbox"/> Next IntDstTrans is not equal to IntDstTrans
<input checked="" type="checkbox"/> Include Students Concurrently Enrolled	<input type="checkbox"/> Next Track is not equal to Track
<input checked="" type="checkbox"/> Include Students Not Pre-Enrolled in Next School	
<input type="checkbox"/> Sort and Page Break on School Code	

High Grade: 12

**WARNING: This report may take up to 15 minutes to complete.**

Run Report

**Report Tag Information**

Report Name Value: PrintPreRolloverAuditListing  
Query Tag Value: X : Students included in report.  
Query Value: Value Field is left unpopulated  
[Report Tag Help](#)

7. Click on Run Report

**NOTE:** If working at District level, use the Aeries Query function to run the following KEEP before running the above report. SKIP STU IF GR >= 15 This will exclude all preschooler's.