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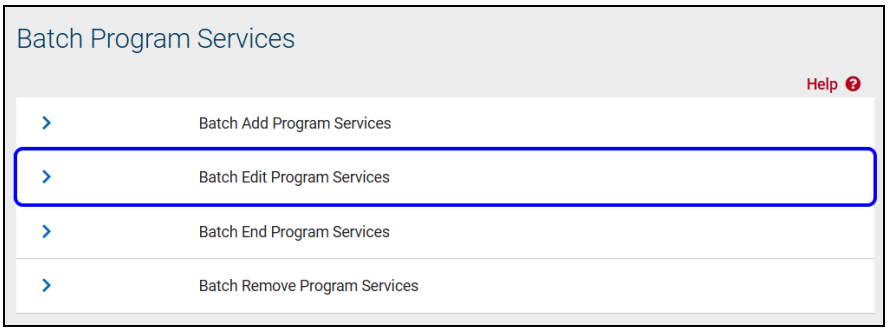
Batch Edit Program Services

Summary

Districts can now make changes to program services for a group of students at once. The only service available for edit in this release is CIP Programs. More services will be added in the future.

Details

In **Census > Batch Program Services**, a new option has been added called Batch Edit Program Services. Anyone that currently has permission to access Batch Program Services will see the new option.



Currently, the only program service available to edit is CIP Programs. If you do not have permission to edit CIP Programs, you will see a message stating that you have permission to use this sub-module but you do not have the necessary rights to any specific Program Services.

If you have the necessary edit permission for CIP Programs, you will see the Select button for CIP.

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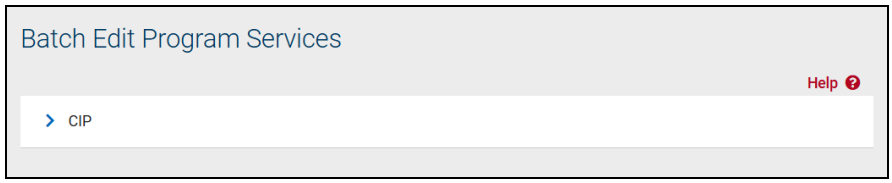
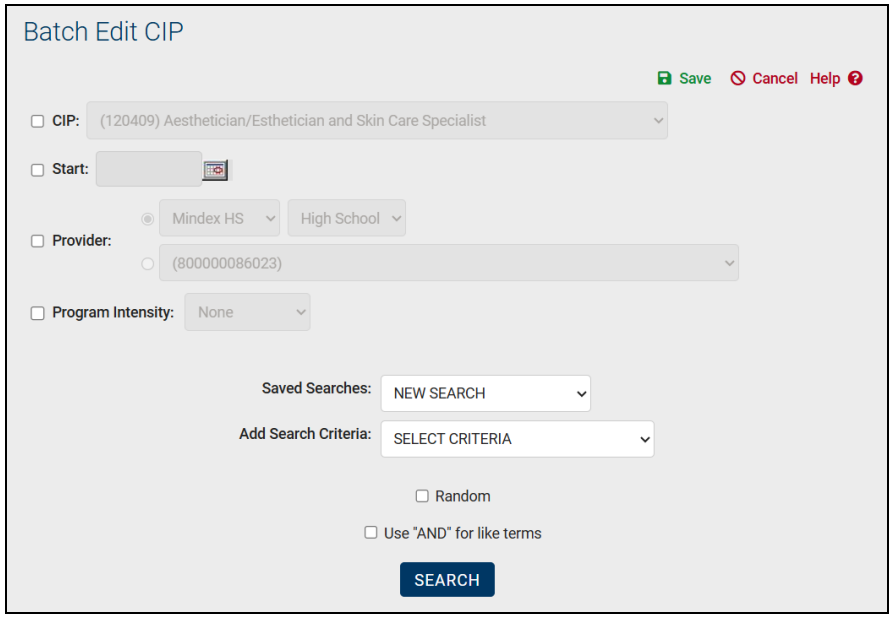
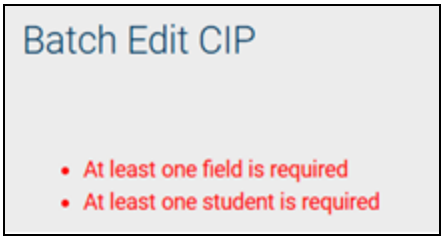


After selecting CIP, the available fields to edit are shown with checkboxes. The options are CIP, Start, Provider, and Program Intensity. The End Date cannot be edited here.

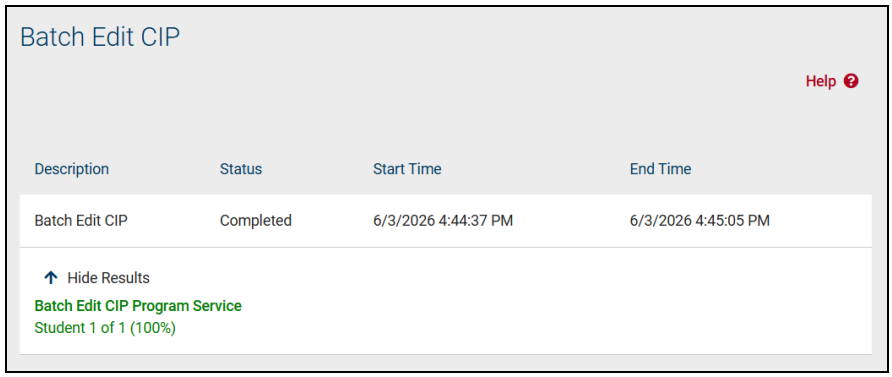


Once your selections are made, adjust the field information and use the Batch Selector below the fields to locate the desired group of students for the change. If you do not select a student or check one of the available fields to edit, you will see one of the following error messages:

- At least one field is required
- At least one student is required



Click the **Save** button in the top right to apply the changes to the selected group of students.



After clicking Save, each one of the students found with the Batch Selector will be processed. The progress of the operation will be tracked on screen, and all failures will be reported.

An error will be received if any students do not have an open CIP Program record. A program service record is considered open if the "End" date is marked as Current. If a CIP record has an end date, even one in the future, it cannot be edited here.

Security

Access to this functionality is controlled through existing permissions.

- **\Census\Batch Program Services** - Users with this permission can access the Batch Program Services sub-module and all available functions (Add, Edit, End, and Remove Program Services).
- **\Census\Person\Student Tab\CIP\Edit CIP** - Users with this permission can edit CIP records on the Student tab and in the Batch Program Services sub-module.

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