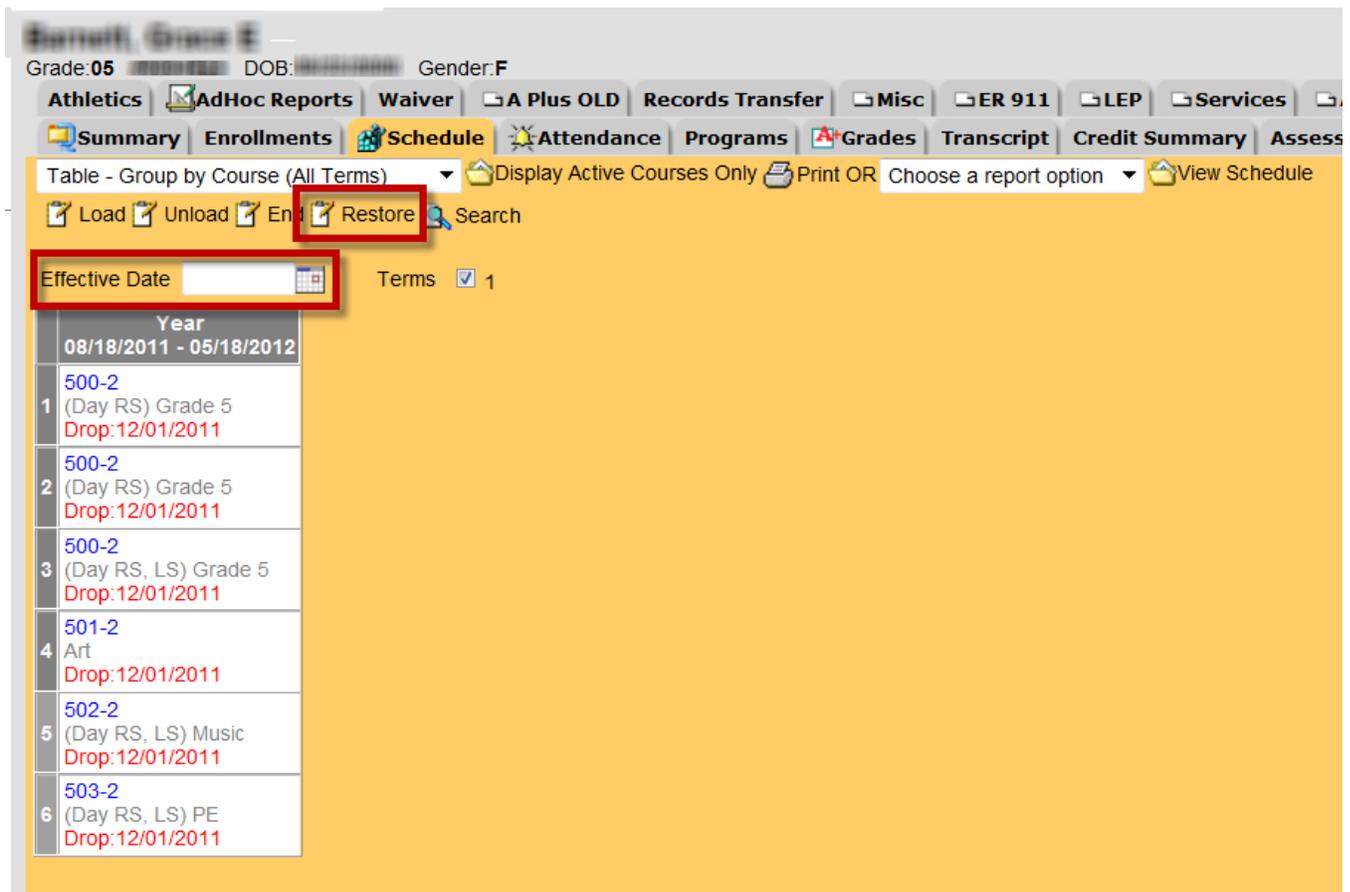


Restoring a Schedule

How to Restore a Schedule

If a student has left a school, the schedule will end with the enrollment end date. If a student returns to a school within that same school year, and the school wishes to restore their schedule, the **Restore** option will place the student back into their previously scheduled courses, even if they have since been overloaded. The **Restore** option is only to be used if the student is to be scheduled back into the same class (es) they were scheduled in before they left the school.

1. Enter the student's new enrollment and select the student's **Schedule** tab.
2. Enter the **Effective Date**. This will be the student's first day back in class.
3. Select **Restore**.



Grade: 05 DOB: Gender: F

Athletics AdHoc Reports Waiver A Plus OLD Records Transfer Misc ER 911 LEP Services

Summary Enrollments **Schedule** Attendance Programs Grades Transcript Credit Summary Assess

Table - Group by Course (All Terms) Display Active Courses Only Print OR Choose a report option View Schedule

Load Unload Enroll **Restore** Search

Effective Date Terms 1

Year
08/18/2011 - 05/18/2012
500-2
1 (Day RS) Grade 5 Drop: 12/01/2011
500-2
2 (Day RS) Grade 5 Drop: 12/01/2011
500-2
3 (Day RS, LS) Grade 5 Drop: 12/01/2011
501-2
4 Art Drop: 12/01/2011
502-2
5 (Day RS, LS) Music Drop: 12/01/2011
503-2
6 (Day RS, LS) PE Drop: 12/01/2011

4. A pop-up message will appear.
5. Select **OK** to continue. There is no further **Save** button.

6. Notice the student has been scheduled back into the same course/section they were in before they left the building. Select **View Schedule** (in the upper right-hand corner of the Schedule tab) to exit. Print the schedule if needed.

Effective Date Terms 1

Year
08/18/2011 - 05/18/2012
1 500-2 (Day RS) Grade 5 Drop:12/01/2011 500-2 Start:12/06/2011
2 500-2 (Day RS) Grade 5 Drop:12/01/2011 500-2 Start:12/06/2011
3 500-2 (Day RS, LS) Grade 5 Drop:12/01/2011 500-2 Start:12/06/2011
4 501-2 Art Drop:12/01/2011 501-2 Start:12/06/2011
5 502-2 (Day RS, LS) Music Drop:12/01/2011 502-2 Start:12/06/2011
6 503-2 (Day RS, LS) PE Drop:12/01/2011 503-2 Start:12/06/2011

Below are examples of an Elementary student's restored schedule and a Secondary student's restored schedule:

Elementary Student's restored schedule

Term Year (08/18/11-05/18/12)	
1	500-2 Grade 5 (Day RS) Plumb, Steve  Drop: 12/01/2011
2	500-2 Grade 5 (Day RS) Plumb, Steve  Start: 12/06/2011
3	500-2 Grade 5 (Day RS, LS) Plumb, Steve  Drop: 12/01/2011
	500-2 Grade 5 (Day RS, LS) Plumb, Steve  Start: 12/06/2011
4	501-2 Art Rother, Susan  Drop: 12/01/2011
	501-2 Art Rother, Susan  Start: 12/06/2011
5	502-2 Music (Day RS, LS) Stow, Carol  Drop: 12/01/2011
	502-2 Music (Day RS, LS) Stow, Carol  Start: 12/06/2011
6	503-2 PE (Day RS, LS) Nolke, Rod  Drop: 12/01/2011
	503-2 PE (Day RS, LS) Nolke, Rod  Start: 12/06/2011

Secondary Student's restored schedule

Grade: 06 DOB: Gender: F Team: 6 Phoenix Athletics AdHoc Reports Waiver A Plus OLD Records Transfer Misc ER 911 LEP Services A Plus Report Comments 504 Withdrawal Re:				
Summary Enrollments Schedule Attendance Programs Grades Transcript Credit Summary Assessment Behavior Transportation Fees Lockers				
Table - Group by Course (All Terms) Display Active Courses Only Print OR Choose a report option Walk-in Scheduler				
	Term T1 (08/18/11-10/14/11)	Term T2 (10/18/11-12/22/11)	Term T3 (01/04/12-03/09/12)	Term T4 (03/12/12-05/18/12)
1a	6300-5 Science 6 (Red, LS Red) Ayres, Beth, Team: 6 Phoenix Rm: 614 	6300-5 Science 6 (Red, LS Red) Ayres, Beth, Team: 6 Phoenix Rm: 614 Drop: 12/01/2011 6300-5 Science 6 (Red, LS Red) Ayres, Beth, Team: 6 Phoenix Rm: 614 Start: 12/06/2011	6300-5 Science 6 (Red) Ayres, Beth, Team: 6 Phoenix Rm: 614 	6300-5 Science 6 (Red) Ayres, Beth, Team: 6 Phoenix Rm: 614
1b	6200-6 Math 6 (Yellow) Whitehead, Alana, Team: 6 Phoenix Rm: 615 	6200-6 Math 6 (Yellow) Whitehead, Alana, Team: 6 Phoenix Rm: 615 Drop: 12/01/2011 6200-6 Math 6 (Yellow) Whitehead, Alana, Team: 6 Phoenix Rm: 615 Start: 12/06/2011	6200-6 Math 6 (Yellow, LS Yellow) Whitehead, Alana, Team: 6 Phoenix Rm: 615 	6200-6 Math 6 (Yellow) Whitehead, Alana, Team: 6 Phoenix Rm: 615
2a	6400-7 Social Studies 6 (Red, LS Red) Halley, Libby Ann, Team: 6 Phoenix Rm: 603 	6400-7 Social Studies 6 (Red, LS Red) Halley, Libby Ann, Team: 6 Phoenix Rm: 603 Drop: 12/01/2011 6400-7 Social Studies 6 (Red, LS Red) Halley, Libby Ann, Team: 6 Phoenix Rm: 603 Start: 12/06/2011	6400-7 Social Studies 6 (Red) Halley, Libby Ann, Team: 6 Phoenix Rm: 603 	6400-7 Social Studies 6 (Red) Halley, Libby Ann, Team: 6 Phoenix Rm: 603
2b	6100-8 Language Arts 6 (Yellow) Vieth, Amber, Team: 6 Phoenix Rm: 602 	6400-7 Social Studies 6 (Red, LS Red) Halley, Libby Ann, Team: 6 Phoenix Rm: 603 Start: 12/06/2011 6100-8 Language Arts 6 (Yellow) Vieth, Amber, Team: 6 Phoenix Rm: 602 Drop: 12/01/2011 6100-8 Language Arts 6 (Yellow) Vieth, Amber, Team: 6 Phoenix Rm: 602 Start: 12/06/2011	6100-8 Language Arts 6 (Yellow, LS Yellow) Vieth, Amber, Team: 6 Phoenix Rm: 602 	6100-8 Language Arts 6 (Yellow) Vieth, Amber, Team: 6 Phoenix Rm: 602
3a	6250-6 Math/Science Integration 6 (Red, LS Red) Ayres, Beth Ann, Team: 6 Phoenix Rm: 614 	6250-6 Math/Science Integration 6 (Red, LS Red) Ayres, Beth Ann, Team: 6 Phoenix Rm: 614 Drop: 12/01/2011 6250-6 Math/Science Integration 6 (Red, LS Red) Ayres, Beth Ann, Team: 6 Phoenix Rm: 614 Start: 12/06/2011	6250-6 Math/Science Integration 6 (Red) Ayres, Beth Ann, Team: 6 Phoenix Rm: 614 	6250-6 Math/Science Integration 6 (Red) Ayres, Beth Ann, Team: 6 Phoenix Rm: 614
3b	6500-6 Reading 6 (Yellow) Vieth, Amber, Team: 6 Phoenix Rm: 602 	6500-6 Reading 6 (Yellow) Vieth, Amber, Team: 6 Phoenix Rm: 602 Drop: 12/01/2011 6500-6 Reading 6 (Yellow) Vieth, Amber, Team: 6 Phoenix Rm: 602 Start: 12/06/2011	6500-6 Reading 6 (Yellow, LS Yellow) Vieth, Amber, Team: 6 Phoenix Rm: 602 	6500-6 Reading 6 (Yellow) Vieth, Amber, Team: 6 Phoenix Rm: 602
4a	6726-5 PE 6 (Red, LS Red) Berendt, Grant, Team: 6 Phoenix Rm: Gym 2 	6726-5 PE 6 (Red, LS Red) Berendt, Grant, Team: 6 Phoenix Rm: Gym 2 Drop: 12/01/2011 6726-5 PE 6 (Red, LS Red) Berendt, Grant, Team: 6 Phoenix Rm: Gym 2 Start: 12/06/2011 6718-5 Health 6 (Yellow) Sharp, Cody, Team: 6 Phoenix Rm: 113 Drop: 12/01/2011 6718-5 Health 6 (Yellow) Sharp, Cody, Team: 6 Phoenix Rm: 113 Start: 12/06/2011	6726-5 PE 6 (Red) Berendt, Grant, Team: 6 Phoenix Rm: Gym 2 	6726-5 PE 6 (Red) Berendt, Grant, Team: 6 Phoenix Rm: Gym 2
4b	6604-1 Band 6 (Red, Yellow, LS Red) Ackmann, Diane Rm: 165 	6604-1 Band 6 (Red, Yellow, LS Red) Ackmann, Diane Rm: 165 Drop: 12/01/2011 6604-1 Band 6 (Red, Yellow, LS Red) Ackmann, Diane Rm: 165 Start: 12/06/2011	6604-1 Band 6 (Red, Yellow, LS Yellow) Ackmann, Diane Rm: 165 	6604-1 Band 6 (Red, Yellow) Ackmann, Diane Rm: 165