How do I run Bio Verification Reports for next year's "Incoming" students?

Bio Verification Report for â€œInclude Incoming Onlyâ€ Students:

Prior to running the report the next school year must be set up:

- Setup new Calendar Year (Administration > District Resources > Calendar Years)
- Set up School Calendar Start/End Dates for the new School Year for each school (Attendance > Maintenance â€“ Attendance > Calendar Maintenance)
- Set up Academic Year Settings for the new School Year. *Note: the Term Start/End Dates can be filled in and corrected at a later time if not known at the initial time of set up* (Scheduling System > Maintenance â€“ Scheduling > Academic Year Settings)

All students must have Next Year School assigned for the new School Year (Biographical System > Mass Update Students > Set Year for Next Yearâ€™s School and Next Yearâ€™s School).

Go to Biographical System > Reports â€“ Biographical > Bio Verification Report

- Set Academic Year = NEXT School Year
- Grade Level = If selected, remember that this is the studentâ€™s CURRENT Year Grade Level
- Include Incoming Only = Yes (default is No)

For more information on how to run the Bio Verification Report please go to iPass Help > Biographical > FAQ > What are recommended parameters to select when running the Bio Verification Report?

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