

Harmony 3

Health Records Rollover



The health records rollover process needs to wait until each building has done their student rollover. This process looks at what building the student is currently in and attaches their current grade level to their health records. It also moves the health records to the building that the student is an active student in.

1. Go to Office Use...Rollover...Health Records.
2. You will receive a prompt to rollover your health records. This alerts you to make sure that the student rollover is completed at each building before you begin this process.
3. Select the school that the students would be moving to if they are moving buildings. If this is the high school database, simply select the high school as the building they would move to.
4. Once you click "yes, continue", it will move the health records to the appropriate building that each student is currently an active student in.

Rollover health records

Health records will be updated with the students' current grade level and advanced to the next building where appropriate.

Students from this school will be moving on to which school?

Somewhere Central High School

All buildings should complete their student rollover before you run this process.

Are you ready to roll over your health records?

yes, continue no, I'm not ready to continue