



Zangle Secondary Academic History for Prior Year Students

Version 1.1 • Updated October 2, 2009

ALL SECONDARY SCHOOLS:

Printing Transcripts for students who have left the district

Transcripts can be printed from the current year track for students who left the district last year. On the "Select" tab in the Transcript report, open the "Enrollment" choice and choose "All Students". Then for the "Student" choice, enter the name or ID of the student for whom you want a Transcript. For detailed instructions on how to print the official district Transcript, please see the [Zangle Academic History Handbook](#) located on the [Zangle Handbooks Webpage](#).

For students who left the district before 2008-09, remember that Transcripts should be printed from the Mainframe Client-Server system, not from Zangle.

Changing Academic History for students who have left the district

In order to make changes to Academic History for students who are not enrolled in the district in the current year, your faculty status ("facstat") record for the previous year will need to be re-opened. This is something that your site tech will have to do for you. Once that has been done, open "Switch School/Track/Year" from the File menu and you will see the previous year in your choices, or just choose that track the next time you log into Zangle. Choose the previous year track to make changes to Academic History for a student who is "owned" by your school but who left the district last year. **DO NOT MAKE CHANGES FOR ANY STUDENT WHO IS NOT "OWNED" BY YOUR SCHOOL!** You can determine which school owns a student by looking up the student in the Student Locator.

You do not need to access a prior year track for a student who is enrolled in the district in the current year; the school that owns the student can change all academic history records for that student while working in the current year, regardless of the year of those records.

Because re-opening a facstat record also "re-opens" ALL permissions, IT **STRONGLY** recommends that facstats be opened ONLY for the Site Tech, Registrar, and the person designated by the Principal as responsible for making corrections to prior year enrollment exit data (refer to the email sent by IT Training and support on Tuesday, August 25, 2009 about "Zangle: Secondary Students Who Have Left SDUSD" for information and links related to this topic).

Refer to the *System Administration for Power Users* handbook for instructions on re-opening Faculty Status records.

If you have questions about any of the information in this Job Aid, or about using Zangle, please contact your [IT On-Site Support](#) representative.



Understanding “Prior Year” versus “Historical Database”

Opening prior year faculty status (“facstat”) records is a change from previous year recommendations. In working with prior year data, it is critical to understand the difference between data for a “prior year” and data in a “historical database”. Access to “prior year data” should be restricted to only a couple of very responsible, skilled and experienced people, while access to “historical databases” can be available to everyone.

Historical databases

When you launch Zangle, you choose a **database** on the “Select a School / Track / DBC” screen. For example, to work in the summer school database, “SS Production” is chosen rather than “Production. During the regular school year, “Production” is almost always chosen. “Production” is often referred to as the “current” or “main” database. In the list of databases, “0809 Production”, “0708 Production”, etc. are other choices. These are “**historical databases**”.

These databases are locked for Read Only access. They can be used by everyone to look at master schedule, attendance, and mark reporting details from previous years, or to view information on students who are no longer in the district. This is the appropriate way for most users to look at “old” data - they can see it but not change anything.

It is not necessary to re-open a facstat in order for a user to access a historical database.

Re-opening a facstat in a historical database will not automatically allow changes to be made to the data. These databases have been set to Read Only, so changes can’t be made to the data. Don’t re-open facstats in historical databases.

Prior Year Data

In contrast, “prior year data” will always be in the **current** database, “Production”. You access prior year data by choosing a **track** for that year on the “Select School / Track / Year” list. This list is displayed when logging into Zangle, after you’ve chosen a database and entered your name and password. It can also be accessed by choosing “Switch School/Track/Year” from the “File” dropdown menu once you’re in Zangle.

To access prior year data, you must have an open facstat record for that school /track / year in the current database (“Production”). Facstats can be re-opened by the site tech. An open facstat record means that you have ALL of the same permissions for prior year data as you do for current year data. That’s why it’s so important that only a couple of people at your school have open facstats for prior years; there are very few people at a school who should be able to make changes to prior year data. To repeat: re-opened prior year facstats in the current database (“Production”) allow changes to be made in the data for that prior year. The ability to make changes to prior year data should be severely restricted.

Currently, the **ONLY** prior year data that should have any changes made to it is Academic History and Enrollment Exit information. **Do not change prior year data for any student your school doesn’t own!** Use Student Locator to look up a student to see which school owns a student. Send any changes to that school.

To change academic history for a student who has been enrolled in the district this year, you do not need to switch to a prior year track. The school that owns the student can make changes to all academic history records for that student while working in the current year track, regardless of the year the records are from.