



School Year Rollover Checklist

LBL PS Special Education (TIENET) Quick Reference Guide

Overview

Certain tasks must be completed in your database before school resumes in the fall. The vendor and LBL ESD perform some tasks while your district is responsible to complete others. This table below lists the main tasks in approximate sequential order. Refer to the [TIENET School Year Rollover Process Manual](#) posted on the LBL web site for detailed instructions.

School Year Rollover Process Checklist

Item	Who	Description	Status
1	District	Complete submission of Child Find and June Exit Collection reports to ODE.	<input type="checkbox"/>
2	District	Check that you have archive copies of the current year Child Find and June Exit Collection data (TIENET download files, SECC Backup files and SECC Submission files).	<input type="checkbox"/>
3	District	Verify that IEPs are set to correct Status (Final, Review, Draft). Check that completed document packets have been set to Final status.	<input type="checkbox"/>
4	Vendor	Set district databases to next school year and set First Day of School and Last Day of School dates.	<input type="checkbox"/>
5	LBL ESD	<ul style="list-style-type: none"> • LBL ESD will increment student grade levels in your district database if you use TIENET as a standalone application. • TIENET databases connected to a non-LBL WebSIS student information system will rely on their student information system for incremented grade levels in the fall when students are enrolled. • TIENET databases connected to the LBL WebSIS student information system will see incremented grades prior to fall enrollment. TIENET uses a student's LBL WebSIS Next Planning record during the summer months prior to actual fall enrollment. 	<input type="checkbox"/>
6	LBL ESD	Notify TIENET district contacts when database rollover is completed.	<input type="checkbox"/>
7	District	If your district uses TIENET as a standalone application your district will manually update student building locations using the TIENET Utility Tool. This can be done prior to or after the database rollover. DO NOT CHANGE any student grade levels.	<input type="checkbox"/>



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EDUCATION SERVICE DISTRICT

LBL Student Information Systems Program
PS Special Education (TIENET) Help Desk: 877-967-7733
<https://www.lblesd.k12.or.us/information-systems/TIENET/>



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8	District	<ul style="list-style-type: none"> Update Staff information (Position, Work Telephone Number, Email, and WorksAt Locations) for returning employees. Note: Do not inactivate staff profiles until AFTER you have updated staff <u>Caseloads</u> and made Case Manager re-assignments. 	<input type="checkbox"/>
9	District	Update Staff <u>Caseload</u> information.	<input type="checkbox"/>
10	District	Update Case Manager assignments.	<input type="checkbox"/>
11	District	Inactivate staff profiles for staff who are no longer employed in your district. Do not inactivate staff profiles until AFTER you have updated staff Caseloads and made Case Manager re-assignments.	<input type="checkbox"/>
12	District	Inactivate student profiles.	<input type="checkbox"/>
13	District	Identify and update records for ECSE students manually entered during spring of prior year.	<input type="checkbox"/>
14	District	Add and/or update Location Profiles for school locations.	<input type="checkbox"/>
15	District	Inform the TIENET Help Desk (877-967-7733) of any TIENET System Administrator contact changes for the next school year.	<input type="checkbox"/>
16	District	Contact the TIENET Help Desk (877-967-7733) if your district intends to request August/September district training.	<input type="checkbox"/>
17	District	If your TIENET database is connected to a SIS system, perform cleanup of regular education students in TIENET (ex. graduated, moved...).	<input type="checkbox"/>

See Also

- [TIENET School Year Rollover Process Manual](#)

Where to go for Help

TIENET System Administrators can use Web Help Desk (<https://swhelpdesk.lblesd.k12.or.us/>) to submit questions or contact the LBL TIENET Help Desk toll-free at 877-967-7733.