

# Running Start High School Data Roll

**Purpose:** A quarterly roll over process for student high school data information in ctcLink. This information includes High School District, High School, and Grade Level. The roll should occur prior to the open enrollment for the next term. *Student Billing Unit/Enrollment data **does not** copy over.*

You will enter the approved Units, each term, upon receiving the EVF.

**Audience:** Running Start Staff.

! You must have at least one of these local college managed security roles:

- ZC SF Running Start

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

! Before copying HS Data over to a new quarter, the SF Term Roll process must be completed **prior** to beginning this process.

## Navigation: Student Financials > Tuition and Fees > CTC Custom > Copy Student HS Data

1. The Copy Student HS Data run control ID search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
  - NOTE: It is important to note that **Run Control IDs** cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA220\_ADM\_FYR\_5 (Admissions Letter, Summer, FYR Admit Type).
3. The Copy Student High School Data page displays.
4. Enter or search for the:
  - A. **Institution.**
  - B. **Career.**
  - C. **From Term.**
  - D. **To Term.**

5. Select the **Run** button.
6. Please refer to the [Process Schedule Request](#) steps for further instructions.
7. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## View Tutorial Via Panopto

View the external link to [RS High School Data Roll](#). This link will open in a new tab/window.