



What is a School Year Reset?

What is a School Year Reset, and why do I have to do it?

Resetting your Reading Plus rosters is an important first step to get ready for the new school year. A reset of your rosters triggers five important functions:

- ◆ unenrolls all students from their current classes
- ◆ remove all classes and groups
- ◆ assigns *InSight* Benchmark 1 to all students
- ◆ clears Actions/Messages/Suspensions
- ◆ increases the grade level of students by one grade

When should I complete my School Year Reset?

Site administrators are prompted to complete the School Year Reset when they login to their *Dashboard* at the start of a new *Reporting Year*. For most sites, a *Reporting Year* will run from August 1 until July 31. You have 30 days from the start of the *Reporting Year* to complete the *School Year Reset*.

Why do I have only 30 days from the start of my Reporting Year to reset?

Due to the irreversible nature of a reset, you must complete your reset within a 30-day period at the beginning of the school year to avoid disruption to your school's Reading Plus implementation.

For example: Early in the school year teachers set up all their classes (including class calendars and exception weeks), enroll students, and have students begin instruction. A School Year Reset completed later in the school year would undo all of that work.

What should I do if I forgot to complete my School Year Reset and now I want to do it?

Please contact Reading Plus Customer Service for help! We can present two different options to assist you:

1. We can adjust the dates of your *Reporting Year*. If the current cadence of your *Reporting Year* (August 1 – July 31) does not match your district calendar, we can make an adjustment. (for example, September 1 – August 31). A change like this *shifts* your 30-day window forward, which allows you to complete your *School Year Reset*. This is a good option if no activity has started in the school current year. This option has the additional benefit of ensuring the subsequent school years will be on the correct cadence.
2. If your 30-day window has elapsed your *School Year Reset* will be locked. In this case, Customer Service can complete your *School Year Reset* on your behalf. We will confirm with you which functions you would like completed. This option is a good choice if the *Reporting Year* is already set to the appropriate dates.