

Nourish End of Year Procedures

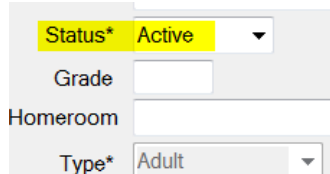
Student information is updated based on School Tool enrollment. There is no need to update, inactivate or change grade levels of currently enrolled students.

NID (Not in District) students will need to be reviewed, these accounts are ignored when a School Tool import is done. Run a report to find all students marked *Not In District* under Reports>Accounts from the Nourish Main page. Review the student account to determine whether the student account needs to remain marked as *Not in District* using the Accounts tab from the Nourish home page.



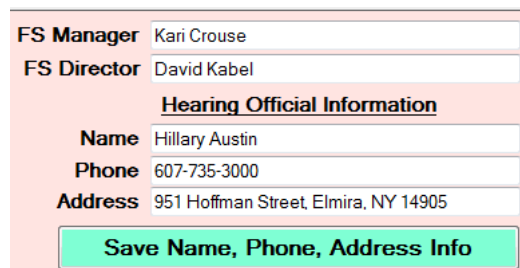
Not in Dist. y ▼

Adult Accounts were either rolled from last school year or entered manually. Run a report to find all adult accounts under Reports>Accounts from the Nourish Main page. Inactivate those accounts that are no longer needed using the Accounts tab from the Nourish home page.



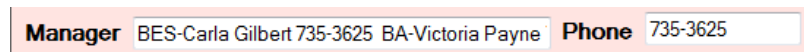
Status* Active ▼
Grade
Homeroom
Type* Adult ▼

Using NourishFAR, under Letters, confirm the **district information** in the lower right hand corner. Make corrections as appropriate. This information is used to populate letters to parents.



FS Manager Kari Crouse
FS Director David Kabel
Hearing Official Information
Name Hillary Austin
Phone 607-735-3000
Address 951 Hoffman Street, Elmira, NY 14905
[Save Name, Phone, Address Info](#)

Manager information is populated as each school is selected on the left hand pane, confirm this information as well.



Manager BES-Carla Gilbert 735-3625 BA-Victoria Payne Phone 735-3625

Please create a work order to make **staff changes/deletions/corrections** for Nourish access. Security access is provided based on job roles and may need to be adjusted as staff change.

For other questions or concerns, please contact Andy, AJ or Dawn.