



# Student Database Roll Over

## There are four (4) options for Student Database Roll over

1. **RECOMMENDED** - Automatic roll over option creates a duplicate database from your previous one with all seniors removed. It will also maintain any updated information that you have entered
  - a) [Instructions](#)
2. Upload a new import created by your district/registrar office
  - a) [Instructions](#)
  - b) Remember to **ONLY** use the provided **.XLS** Template. Do not edit the sheet headers.
3. Download your current database, clean it by hand and then re-upload it manually
  - a) Instructions: [Download current database](#)
  - b) Instructions: [Manual Upload](#)
4. Enter the students one-by-one
  - a) [Instructions](#)

**New Students:** Importing/Adding freshman and new students into the database can be done by **#2** or **#4** above



# Student Database Roll Over

If you have any questions, please email [homecampus@fhsaa.org](mailto:homecampus@fhsaa.org).

**Automatic Roll Over**  
**Just Click the “Roll Over from Previous Year” Button**

Students



Add New

Student Categories

FHSAA Eligibility Filter Search

Sport	Date Submitted From	Date Submitted To	Lastname	Year	Page Limit
All ▼	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/>	2019-20 ▼	100 ▼ Filter

Last Name ▲▼	First Name ▲▼	Birthdate ▲▼	Student Id ▲▼	GPA ▲▼	Insurance ▲▼	EL2 ▲▼	EL3 ▲▼	EL5 ▲▼	GA4 ▲▼	DE9 ▲▼	Type	Year	Edit	Delete
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Import Students

GPA Importer

Roll Over from Previous Year

Fetch Clearance Students Updates



**Roll Over Button**

Click here to download .xls file for student import