

# Bloomz Fall Transition Process

Whether you are manually creating your community or adding your classes and members by uploading a CSV spreadsheet, there are a few logistics to consider and processes to deal with as you transition your year for Back to School in the Fall with Bloomz. District and Schools that have an SIS Sync integration are encouraged to have a meeting with the Bloomz Technical Specialist.

## [Manual/CSV Import Transitioning to the new school year - School Admins](#)

### Manual Transition-

- Create New Classes/Groups
- Invite New Members (parents)
- Archive or Delete Old Classes
- Remove Non-Attending Members (parents & students)
- Add Members to Appropriate Classes
- Add Students to Appropriate Classes
- Update Member Information as Needed

### CSV Bulk Import Upload Transition-

- Create CSV spreadsheet or use existing spreadsheet used for initial import
- Update Teacher Spreadsheet if needed
- Update Student /Parent Spreadsheet to include new members and new classes
- Determine correct settings for CSV upload- see guide link above

### SIS Integration Transition-

Please schedule a meeting with the Bloomz Technical Integration Specialist for support in ensuring your community is ready for the new school year.

**Schedule a meeting here:** [SIS Integration Yearly Transition Meeting](#)

# Bloomz Fall Transition Tips

Make your transition seamless by considering these tips as you roll-over your current members into the new school year, with new classes and new teachers, even to a new school as they follow Bloomz into an upper school level.

Things to consider and notify parents/staff about:

- When will Bloomz communication be closed for the summer/or are you allowing summer communication with their current teachers?
- Where can parents expect to see communication over the summer in Bloomz from you community? School level or District level?
- Alert & give a time frame for parents to download any photos or media they may want to keep from the classroom posts before roll-over happens. (classes will be archived)
- When will the official roll-over happen and the student's new classes & teachers be officially introduced to parents/guardians in Bloomz?
- Keep Admin & teachers active in Bloomz for summer communication by creating a Staff Group to keep in touch with each other for summer events, discussion, or questions you can address quickly.
- New updates in Bloomz features with school communication adoption, ie. Student Daily Interactions Management, Student Portfolios, SMS messaging.

# Bloomz Fall Transition Email Template

Dear Parent/Guardian Education Partner-

As we end the year, our Bloomz communication will change during the Summer Break. ("Bloomz communication be closed for the summer with our staff/or are you allowing summer communication with their current teachers?")

You can still expect to see communication from the school office over the summer to keep you in the loop on updates and activities happening at your school.

Please consider downloading any photos or media you may want to keep from the Bloomz classroom posts before the new year roll-over happens, as current classes will be archived and not accessible.

You will see your child's new classes & teachers added to your Bloomz account prior to the start of the school year. We will notify you when all of the transition and updates have happened so you can look forward to communication from your new teachers.

In our continued use of Bloomz for our school to family communication, we will be using many features of communication as well as SEL- Student Interactions Tracking or PBIS to ensure that we are supporting student growth and progress in their interactions while at school. We are here to support the whole child, and will be sharing this information with you to be a part of your child's well being at school.