Rollover Guide for RosarioSIS

V3.0
Follow this guide at the end of the school year in order to transfer your school data to the next school year and set the new default school year.

Student Rolling / Retention Options

First, review for each student their “Rolling / Retention Options”. This field can be found on the Students > Student Info program, under the “General Info” tab:

The default option is “Next grade at current school”.

If you have more than one school, other schools will appear in the list options. To move a student to another school, select it in the list. The student will be either enrolled:

- in the first grade level (Sort Order 1): for example when passing from elementary to secondary school.
- or in the same grade level (same Title): for example when using a dedicated “school” for registration purposes.

Other “Rolling / Retention Options” are:

- “Retain”: students will retain / stay enrolled in the same grade level
- “Do not enroll after this school year”.

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To setup next grades, go to the School > Grade Levels program:

The screenshot shows that students enrolled in “6th” grade will be enrolled in the “7th” grade in the next school year.

Group Assign Rolling / Retention Options

Instead of setting the “Rolling / Retention Options” for each student, you can do it for groups of students using the Students > Group Assign Student Info program.

Rollover

To proceed to rollover, go to the School > Rollover program. Rollover copies the current year’s data to the next school year. Students are enrolled in the next grade, and each school’s information is duplicated for the next school year.
For most cases, you can simply leave all the items checked and click “OK”.

That’s it. Now, you can access the new school year from the dropdown in the left menu. In our example, select “2022-2023” and check everything went fine.

In case something went wrong, no worries, you can do the Rollover again (note though: only for the default school year). Greyed items indicate how many elements are already present in the next school year. Check them to roll them over again.

In case you have more than one school, you will have to do the Rollover for each school. Order matters and if you move students from one school to another, the other school’s data must first exist in the next school year! So for example, you would first roll the secondary school, and then the elementary one.
Update the Default School Year

Note: as of RosarioSIS 11.7 (June 2024), it is now possible to update the default school year right from within RosarioSIS.

For this, go to the School > Rollover program. You should see a warning inviting you to update the default school year. When ready, click on the "Go" button and then confirm.
Update the Default School Year (old method)

Below is the **old method**, still available in case the “config.inc.php” file cannot be edited by RosarioSIS.

To set (or reset) the default school year, go to your *rosariosis.com account*:

![https://www.rosariosis.com/account/]

Configure RosarioSIS

- myemail@rosariosis.com
- System notifications email
- Europe/Paris
- Timezone
- English
- First Language
- French
- Second Language
- ![Browse...](png)
- No file selected.
- Custom logo (.png)
- 2021-2022
- Default school year - Change after Rollover. Make sure nobody is currently connected.

- **SAVE**

In case you are not hosted by us at rosariosis.com, you will have to edit the “config.inc.php” file on your server and change the “$DefaultSyear” variable.

It is important to update the default school year. Otherwise, new students and users won't be able to login.

**Warning**: user accounts are rolled over and therefore different each year (student accounts stay the same). If you edit your *username*, you will no longer access previous years from the left menu. So be sure to first edit your *username* for previous years.
After Rollover

Some students were not enrolled in the next school year as desired?

You can switch back to the last school year, edit the “Rolling / Retention Options”, and perform the Rollover again for students only.

However, this solution is not suitable if the new school year has already started (enrollment start dates would be reset to today).
What happens if I have a student marked as “Do not enroll after this school year” who finally returns?

Switch back to the last school year, go to Students > Student Info, edit the “Rolling / Retention Options” to “Next grade at current school” (or whatever is suitable) and save. An Enroll student for next school year link should appear below the “Rolling / Retention Options”, click it.

Same can be done for students who were in the last grade level and finally repeat the year.