



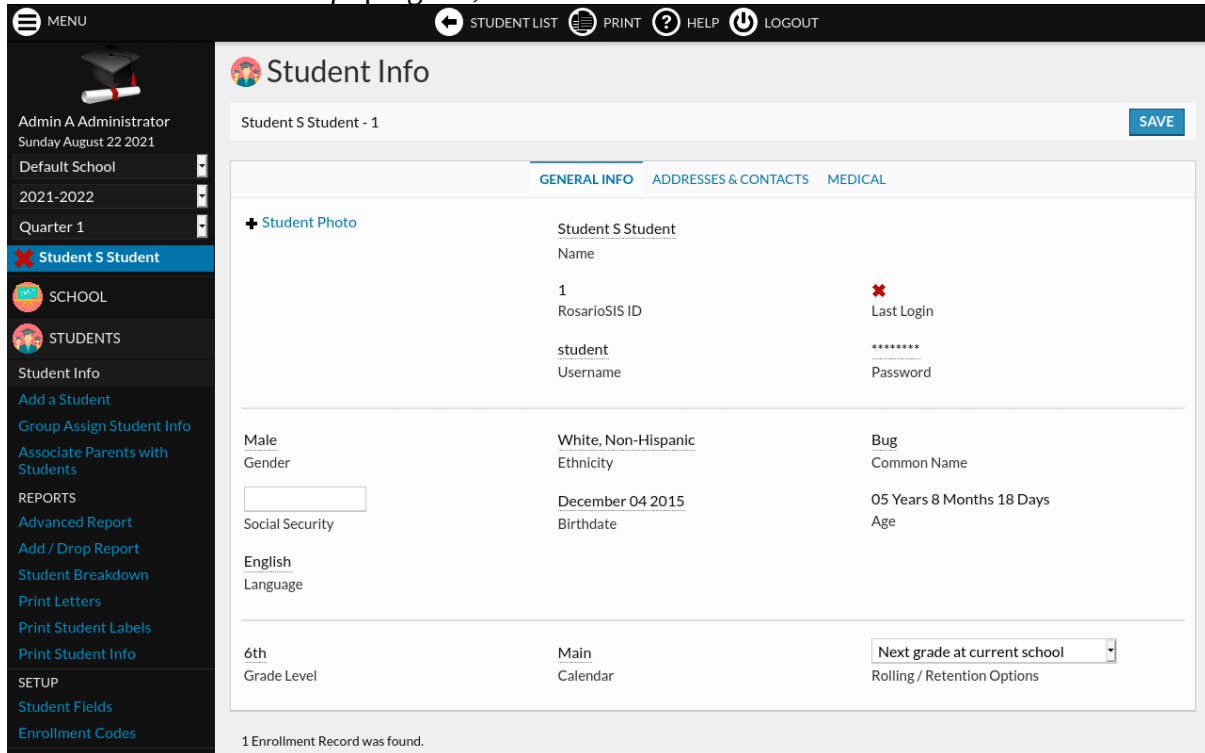
Rollover Guide for RosarioSIS

v1.0

Follow this guide at the end of the school year in order to transfer you 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:



Student S Student - 1 SAVE

GENERAL INFO | ADDRESSES & CONTACTS | MEDICAL

+ Student Photo

Student S Student
Name

1 RosarioSIS ID ✖ Last Login

student Username Password *****

Male Gender White, Non-Hispanic Ethnicity Bug Common Name

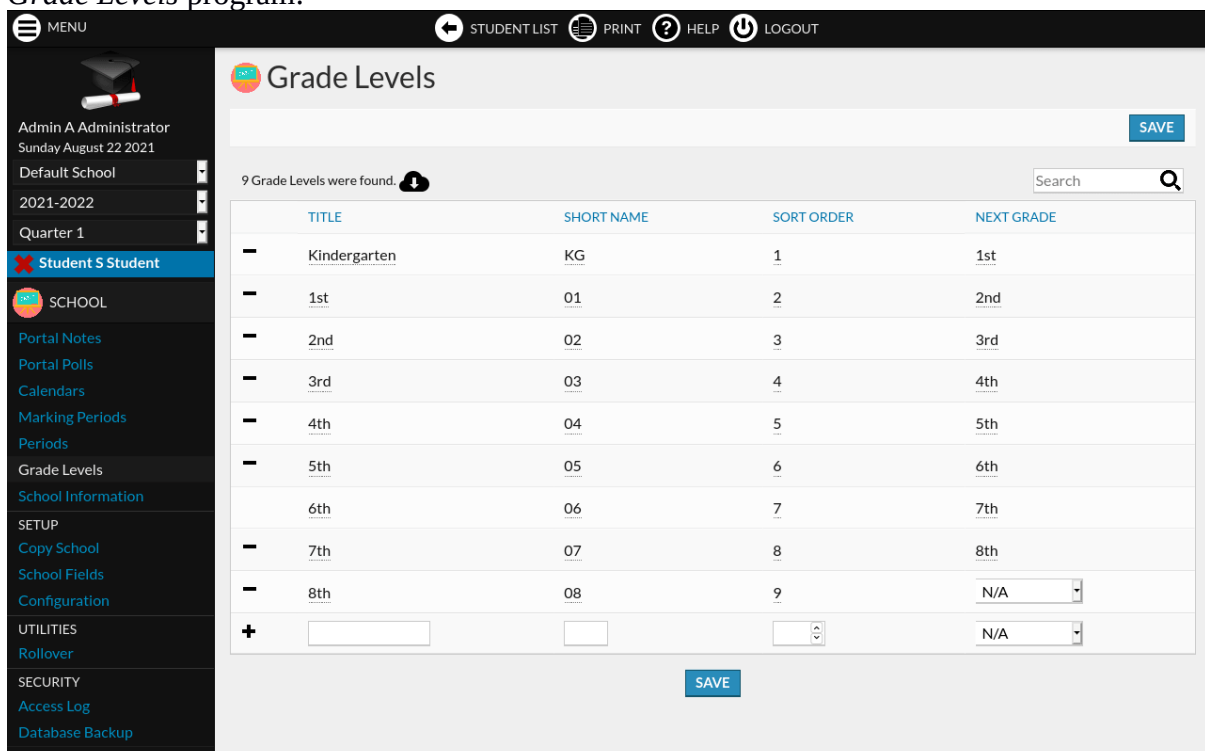
December 04 2015 Birthdate 05 Years 8 Months 18 Days Age

English Language

6th Grade Level Main Calendar Next grade at current school Rolling / Retention Options

1 Enrollment Record was found.

The default option is “Next grade at current school”. To setup next grades, go to the *School > Grade Levels* program:



Grade Levels SAVE

9 Grade Levels were found.

TITLE	SHORT NAME	SORT ORDER	NEXT GRADE
Kindergarten	KG	1	1st
1st	01	2	2nd
2nd	02	3	3rd
3rd	03	4	4th
4th	04	5	5th
5th	05	6	6th
6th	06	7	7th
7th	07	8	8th
8th	08	9	N/A <input type="text" value="N/A"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="9"/>	N/A <input type="text" value="N/A"/>

SAVE

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

Other “Rolling / Retention Options” are:

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

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:

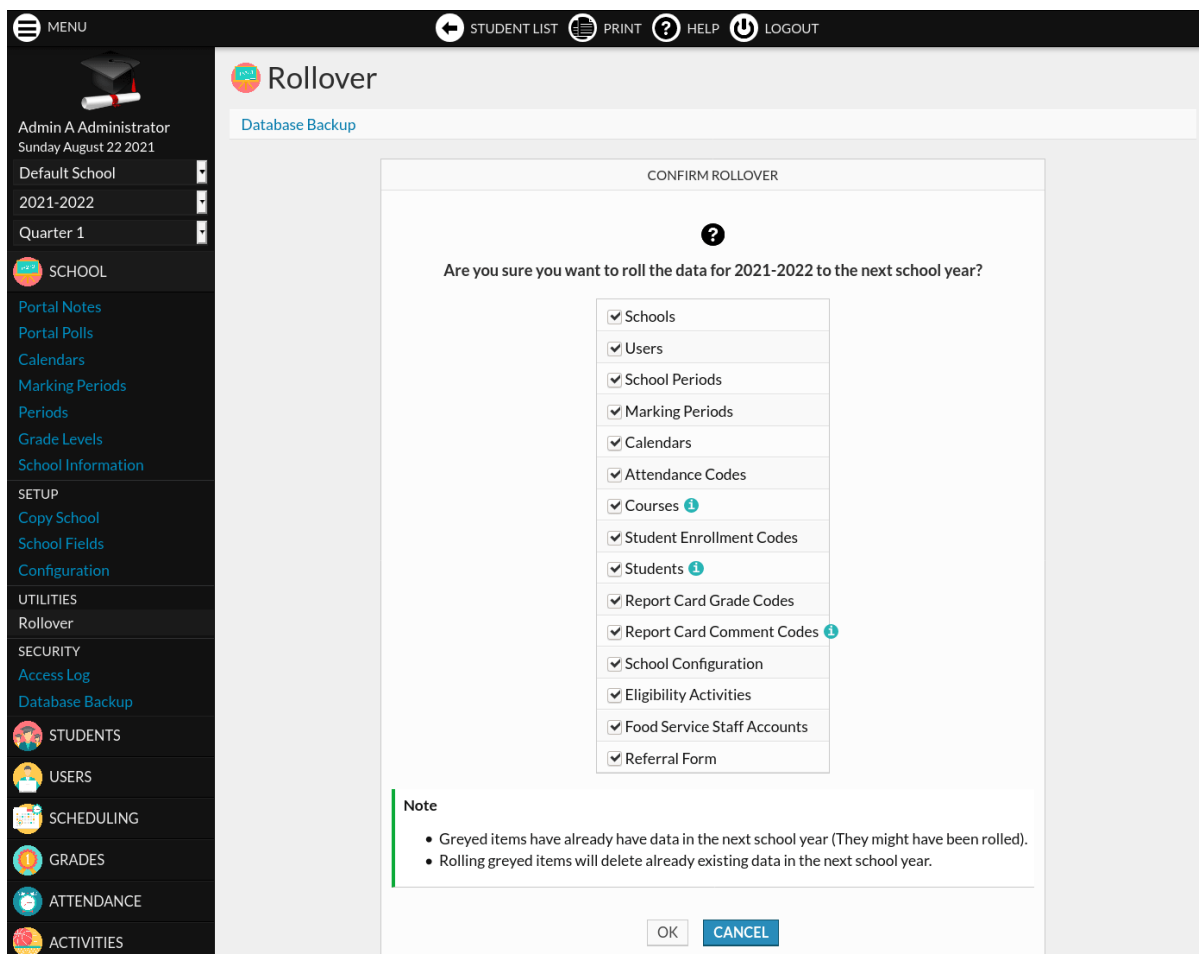
- in the first grade level (Sort Order 1): for example when passing from elementary to secondary school.
- or in the same grade level (same Title): for example when using a dedicated “school” for registration purposes.

Group Assign Rolling / Retention Options

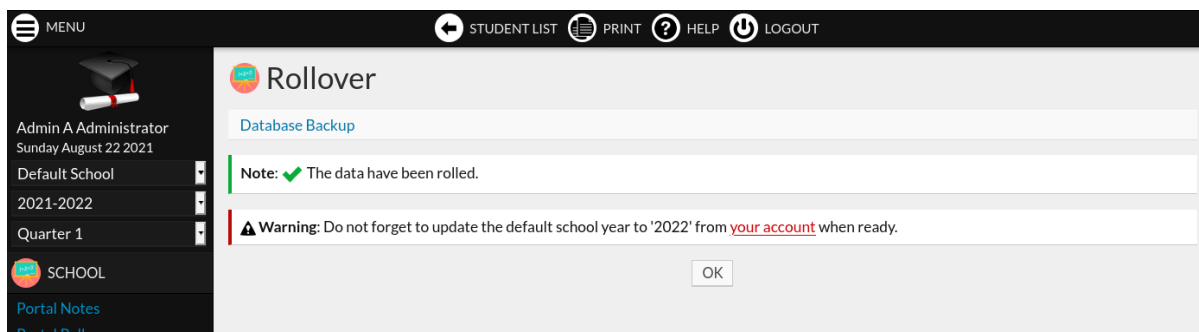
Instead of setting the “Rolling / Retention Options” for each student, you can do it for groups of students using the *Students > Group Assign Student Info* program.

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 *Rollover* again. 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 must first exist in the next school year! So for example, you would first roll the secondary school, and then the elementary one.

Set new Default School Year

To set the new default school year to 2022, make sure nobody is currently connected to RosarioSIS and go to your [rosariosis.com](https://www.rosariosis.com/account) account:

 <https://www.rosariosis.com/account/configure-rosariosis>




Configure RosarioSIS

System notifications email

Timezone

First Language

Second Language



No file selected.
Custom logo (.png)

Default school year - Change after Rollover. Make sure nobody is currently connected.

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

RosarioSIS

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