

# **Macomb Intermediate School District Management Technology**



## **SASI New Year Rollover Local Processing**

Prepared by:  
Macomb Intermediate School District  
Management Technology Help Desk  
586-228-3399, [help@misd.net](mailto:help@misd.net)  
Revised: January 2009



Macomb Intermediate School District  
Board of Education

John A. Bozymowski.....President  
Max D. McCullough .....Vice President  
Charles C. Milonas, D.D.S..... Treasurer  
Theresa J. Genest ..... Secretary  
Edward V. Farley .....Trustee

Michael R. DeVault .....Superintendent  
Mark E. Cummins ..... Assistant Superintendent – Technology/CIO

Kristina Martin.....Director, Management Technology

We're the Macomb Intermediate School District. We exist to provide our clients quality service, high caliber support and cutting edge leadership.

Our primary clients are the 21 school districts of Macomb County. They are our most important customers--indeed, our reason for being.

Within these districts we focus our efforts on school staff. We work to increase their skills and capabilities so their students can experience more effective educational programs.

We also serve students with disabilities. In fact, we are committed to working directly with youngsters with disabilities who reside in Macomb County's school districts.

And we are involved with the educational community across the country. Many of our staff members are deeply involved in state and national programs. Many are working with colleges and universities. Still others are exchanging information with their professional colleagues. All these activities have a single purpose: to identify and develop techniques and programs which improve learning opportunities in Macomb County.

This is the professional focus which makes the Macomb Intermediate School District one of America's premier regional education agencies.

The MISD is an equal opportunity employer. It is the policy of the MISD that no person on the basis of race, creed, color, religion, national origin, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the MISD is responsible.

The MISD will provide, upon request with advance notice, appropriate auxiliary aids and services necessary to afford a qualified individual with a disability equal opportunity to participate in the services, programs and activities conducted by the MISD. To request auxiliary aids or services, contact Rosetta Mullen, 586/228-3309. MISD Text Telephone (TTY) 586/286-8040.

|   |                   |
|---|-------------------|
| <b>Section 1 – Preparing Files.....</b>                               | <b>Page 4-6</b>   |
| Verify SASI Version   |                   |
| Backup Data   |                   |
| Reorganize Files  |                   |
| Delete Temporary Files  |                   |
| Delete Orphan Records   |                   |
| Update All Next IDs   |                   |
| Create User Defined Files (ADF)                                       |                   |
| Verify/Create New Year Rollover files                                 |                   |
| Verify License File (optional)  |                   |
| Verify School Atom Setup  |                   |
| Run Reports   |                   |
| <br>  |                   |
| <b>Section 2 – Preparing Student Data .....</b>                       | <b>Page 7</b>     |
| Next School and Next Grade Fields                                     |                   |
| <br>  |                   |
| <b>Section 3 – Bringing the Files Together .....</b>                  | <b>Page 8</b>     |
| School Atom Setup   |                   |
| Backup/Restoring/Copying files for local processing                   |                   |
| <br>  |                   |
| <b>Section 4 – Creating the Option Sets.....</b>                      | <b>Page 9-20</b>  |
| Creating/Adding Files to the Option Set – Non-Student                 |                   |
| Creating/Adding Files to the Option Set – Student Files               |                   |
| Creating/Adding Files to the Option Set – Feeder School               |                   |
| Creating/Setting Up the Option Set – Course History (not required)    |                   |
| Creating/Setting Up the Option Set – Graduate Students (not required) |                   |
| <br>  |                   |
| <b>Section 5 – Processing the Option Sets.....</b>                    | <b>Page 21-26</b> |
| Processing the Option Set – Non-Student                               |                   |
| Processing the Option Set – Student Files                             |                   |
| Processing the Option Set – Feeder School                             |                   |
| Processing the Option Set – Course History (not required)             |                   |
| Processing the Option Set – Graduate Students (not required)          |                   |
| SASI Liaison Tasks  |                   |
| School Site Tasks   |                   |
| Subsequent Rollovers  |                   |
| New Year Rollover Log File  |                   |
| <br>  |                   |
| <b>Section 6 – Suggested Files to Process for Non-Student.....</b>    | <b>Page 27-29</b> |
| <br>  |                   |
| <b>Section 7 – Suggested Files to Process for Student .....</b>       | <b>Page 30-31</b> |
| <br>  |                   |
| <b>New Year Rollover Checklist.....</b>                               | <b>Page 32-33</b> |
| <br>  |                   |
| <b>Question and Answer.....</b>                                       | <b>Page 34-36</b> |

# New Year Rollover Process

Use the New Year Rollover atom to setup the SASI database for your school (or multiple schools) for a new school year. New Year Rollover is performed in several stages. First is the initial rollover, which is used in winter or early spring to move the basic information to the New Year to get ready for scheduling. During this initial rollover both Non-Student and Student files are rolled.

Later in the year, Student/Feeder options may be rolled again to update the next year's files.

At the end of the school year, the Student/Feeder files are updated for the final time along with the Course History files. The seniors will be processed through a Graduate Students option set.

Although New Year Rollover is a process you may repeat several times for the Student files before the end of the year, you can rollover the Non-Student files only once for a given school year. This is because when the Create Non-Student files is run, it copies the current year's Sequence Control file (ASCF) and the Table file (ATBL) to next year for the selected schools. If Create Non-Student files is run again after an Update Student files process, the ASCF in the new year will no longer be correct.

## Section 1 - Preparing Files

The following steps will help ensure a clean New Year Rollover and most of these steps should be done at each school site prior to bringing the files together. A few will have to be done after the files have been gathered into the working rollover copy of SASI.

- **SASI VERSION** – (each site) make sure that all of your schools are on the same version of SASI, and the same patches installed, and that they have the same file definitions, including vaccination definitions.
- **CHECK FOR NEW FILES ALREADY CREATED** – (each site). Please check to see if there are any files in your DATAFILE folder that may have been mistakenly created for the new year. For example, if you are rolling up to year 09 make sure there are no 09 files already in your DATAFILE. Someone could have easily created these files and you wouldn't know unless you looked for them. If you roll with files already created you may have STULINK problems, which can be a serious issue. Note: this is only necessary for the initial rollover.
- **BACKUP** – (each site) backups should be done for the current year. If this is the second or later rollover then the backup needs to be for both years.
- **REORGANIZE ALL FILES** (each site) - to ensure a clean roll, run the following procedures should be done in the current year. For subsequent rolls, run the following procedures in both school years.
- **DELETE TEMP FILES** – (each site) to ensure a clean roll, run the following procedures should be done in the current year. For subsequent rolls, run the following procedures in both school years.
- **DELETE ORPHAN RECORDS** – (each site) to ensure a clean roll, run the following procedures should be done in the current year. For subsequent rolls, run the following procedures in both school years.

- **UPDATE ALL NEXT IDs** – (each site) updating IDs in the current year ensures that they will not be duplicated. Failure to run this process may cause the rollover to be unsuccessful. Run the Duplicate ID List (STU47) to verify there are not any duplicate student IDs (PermNum).
- **USER DEFINED FILES (ADF)** – (each site) you must run the Create ADF files process if you have customized files in SASI. This process requires exclusive use – no one can be logged in to SASI. To create these files use the File Definition Pro atom, from the File Maintenance menu, click Create ADF Files.
- **NEW YEAR ROLLOVER FILES** – (working rollover copy of SASI) verify that the required New Year Rollover files exist. Using the Create New Files atom, verify that a Yes appears in the Created column for the following files. If blank, select the file and then click the Create button. In addition, you must re-create these files if you are creating new option sets for the new year (click the Create button and click OK to overwrite the existing file)
  - ANYC (New Year Control) stores the option sets.
  - ANYR (New Year Rollover) is the file for the New Year Rollover atom.
  - ANYL (New Year Rollover Log File) is the log created during the rollover. Always re-create this file even if it already exists because it may create data from the last incomplete rollover. If so, the software will attempt to resume the last process instead of starting a new rollover.
- **VERIFY THE LICENSE FILE (ALIC) FORMAT** (optional) (working rollover copy of SASI) – see page 6.
- **VERIFY SCHOOL SETUP** – (verify and record from each site and then use for working rollover copy of SASI). This information should be recorded (screen shots) and given to the person performing the new year rollover as they will use it as they have to create each school in the “working rollover copy of SASI.”
  - Basic tab - verify that Local Processing is selected in the District list.
  - General tab - verify that the Grade Levels Taught and Promote Grade Level to fields are populated correctly. The New Year Rollover process uses these grade levels to promote students into the new year.
  - Schedule tab – verify the field Course and Section ID length are filled in – even if it is a non-scheduling school.
  - Enrollment tab – (high school only) verify that the Graduation Code field is populated. This field must be populated for the Graduate Student Option Set to process successfully.
- **REPORTS** – (each site and then run for each site on the working rollover copy of SASI after rollover is completed) for comparison, it is a good idea to run a variety of reports for the current year at each site. After the rollover, they can be run again in the new year to double check the total count of students. If students did not properly roll into the new year and grade, it should be apparent by comparing the various student reports. Suggested reports to run: Three Across Directory (STU01), Ethnic Distribution (STU98), Query listings. To save on paper, these reports can be previewed and then saved to the SASI desktop.

- SCHOOL START DATES - know the start dates of the new school year for each school in your district and the enter code that your district would like to use to signify that a student is returning to the district next year.
- NOTIFY SCHOOLS - schools should be notified to refrain from performing any enrollment transactions (adds, inactivates, etc.) on the day of the rollover.

## Verifying the License File (ALIC) (optional)

The License File (ALIC) contains all files you use to run SASI. The ALIC file does not determine what files get rolled over. You determine what files get rolled over when you select them while creating the New Year Rollover Options Sets.

The ALIC file determines whether files are created blank in the new year or carried forward from the current years with their existing data.

For example, students' individual attendance information will change from year to year, so copying the past years absences to the new year would only cause confusion. By default, the ALIC file is set to create students' attendance blank in the new year.

The License File is not year/school qualified; therefore, changing the CreateNew field affects all schools in the option set you are running. If multiple options sets have been created, you may need to modify the ALIC file between running option sets.

To verify the ALIC file format:

Run the following query to display new files that will be created during the rollover:

```
DISPLAY ALIC FileCode Descript CreateNew if FileCode <> " "
```

This query lists filenames, descriptions, and the Create New flag for all files with an X in the Create New field (this means that the rollover will create a blank file in the new year and the previous year's data will not roll over to the new year. If a filename does not have an X in the Create New field, the existing data will be copied to the new year.

If you want to change the Create New flag in order to bring over the previous year's data into the new year instead of creating an empty file during rollover, run one of the following queries to change the Create New flag (always make a backup before running queries). The first query will result in the data being carried over to the new year. The second query will result in a blank file.

```
CHANGE ALIC CreateNew = " " if FileCode = XXXX (where XXXX is the filename; carries data over to the new year)
```

```
CHANGE ALIC CreateNew = "X" if FileCode = XXXX (where XXXX is the filename; creates a blank file for the new year)
```

## Section 2 – Preparing Student Data

There are two fields on Page 2 of the Student atom that greatly impact the New Year Rollover process. Each site must complete the following prior to the rollover process.

The **NxtSch** field determines which school a student's files will be sent to in the new year.

The **NxtGrd** field specifies which grade the student will attend in the new year. A blank value indicates that the student will be promoted according to the pattern defined on the General tab of the School atom. Leave the NxtGrd and NxtSch fields blank for 12<sup>th</sup> graders and those students being promoted within the same school.

| Last Name | First Name | Middle Name | Grntrn | Grd | Gen | Student ID |
|-----------|------------|-------------|--------|-----|-----|------------|
| Armijo    | Kenrick    | R           |        | 08  | M   | 357261     |

| Birthplace | Verif | Alias Name | Nick Name | Locker | Alt Locker |
|------------|-------|------------|-----------|--------|------------|
| Madison    | BC    |            | Ken       |        |            |

| Dst/Res | Sch/Res | Grid# | Sum Schl | Approv | NxtSch | NxtGrd | NxtTrk | LstSch | PostSec |
|---------|---------|-------|----------|--------|--------|--------|--------|--------|---------|
|         | 998     |       |          |        | 999    | 09     |        | 998    |         |

| Ctz | PrimLang | HomeLang | CorrLang | Program | Enroll Cr/Date | Grad Date | EOY Status |
|-----|----------|----------|----------|---------|----------------|-----------|------------|
| Y   |          |          |          |         |                |           |            |

Retained Students - for students being retained, type the retention grade in the NxtGrd field. This must be a two-digit number for grades 01 and above.

Feeder schools (NxtGrd) – at the feeder school, change the NxtGrd field to the next grade level for students in the highest grade. For example, if the current school has students in grades 06-08, put the 09 in the NxtGrd field for all 8<sup>th</sup> graders going to the 9<sup>th</sup> grade at another school. You can do this by running the following mass change query:

CHANGE ASTU Nextgrade = “###” (## = 2-digit next grade level) IF Grade = “###” (## = 2-digit current grade level)

Example: CHANGE ASTU Nextgrade = “09” IF Grade = “08”

Feeder schools (NxtSch) – at the feeder school, change the NxtSch field (next school of attendance) for students in the highest grade level of the school to reflect the next school they will be attending. This must be a 3-digit number.

CHANGE ASTU Nextschool = “###” (### = appropriate 3-digit school number) IF Grade = “###” (## = 2-digit highest grade level)

Example: CHANGE ASTU Nextschool = “999” IF Grade = “08”

## Section 3 – Bringing the Files Together

The New Year Rollover process should be run for all schools on a local machine. Processing the New Year Rollover on a workstation hard drive allows for faster processing of the rollover and ensures that no users will access the data during the process. Also it helps prevent network problems from interfering with the rollover data. Additionally, working on a copy of SASI ensures that the live, current data will not be altered or inadvertently damaged by the rollover process.

All schools should be added to the School atom in the “working rollover copy of SASI. To add a school, from the School atom, click on Data, Add School. Refer to the School atom information obtained from each of your school sites to add the minimal information listed below.

- Basic tab (School Name, School Abbreviation, Set the District drop down list to Local Processing)
- General tab (Grades Levels Taught, Promote Grade Level to)
- Schedule tab (Course and Section ID length – even if it is a non scheduling school)
- Enrollment tab (high school only - Graduation Code)

When you save each school’s information, the incorrect school ID will populate the Sch# field. Correct this number by choosing Change Sch # and Name from the School drop down menu.

Copy one complete SASI directory (usually the high school) to a local workstation hard drive. After creating this “working rollover copy of SASI” on the workstation, you will need to copy the current year qualified files from all school sites to this workstation’s datafile. This can be done over the WAN or through the SASI BACKUP/RESTORE process. Qualified files have the year and the school number as a part of the file name, i.e. ASTU5999.dbf would be a qualified file for school 999 for the 05-06 school year.

As a reference, create a sheet that lists each of the schools in the district, along with the school numbers.

### **IF USING THE WAN:**

Copy just the qualified files for the current school year from each of the other schools datafile folder to the datafile of the “working rollover copy of SASI.”

### **IF USING SASI BACKUP/RESTORE:**

#### **SASI BACKUP:**

Do a SASI Backup for the current school year from each of the other schools.

#### **SASI RESTORE:**

Change to appropriate school and do a SASI Restore to restore just the qualified files for the current school year from each of the other schools to the “working rollover copy of SASI” datafile. Do not restore control files from any of the other schools. Control files would be files that have a 4-letter name and an extension, i.e. AUSR.dbf or ASCH.dbf.

## Section 4 – Creating Option Sets

An option set is a selection of schools and a set of files used to create or copy files to a new year or school. You may reuse or revise option sets from the previous year, but make sure to modify the year and dates.

*Caution! Although Pearson says you can reuse options sets, the help desk has found that if you have any problems with an option set not working correctly, you should create a brand new option set to run.*

The rollover option sets include:

- Non-Student option set (required) – defines non-student files to copy or create blank in the new year. For example the ATCH (Teacher) file is rolled over with existing data to the new year, while the AATC (Attendance Calendar) file is created empty. You can run the Non-Student process **only once** for a given school year.
  - ✓ Run in the current year
  - ✓ Run before student or feeder option sets and run only once
  - ✓ Can add all schools to be processed in this option set
  - ✓ Can be logged into any school to run this option set
- Student option set (required) – defines student files, such as AEMG (Emergency Info), to include in the rollover. Can be processed several times. Run initially to create the student files in the new year for scheduling purposes, and then again later to update the files that were created along with other files.
  - ✓ Run in the current year
  - ✓ Run after the non-student option set and before the feeder option sets are processed.
  - ✓ Can add all schools to be processed in this option set, but all schools will not be processed at the same time. You must be log into each school individually and then run option set. For example, must be logged into the high school and run the student option set in order for the high school data to roll into the new year.
- Feeder school option set (required if importing data from other schools) – identifies the schools from which students are coming. Can be processed several times.
  - ✓ Run in the current year
  - ✓ Run after student option sets are processed for each school.
  - ✓ Create one option set for each destination school. For example, create a feeder option set for the high school and include middle school(s). Create a feeder option set for the middle school and include elementary school(s).
  - ✓ Login to destination school and select the feeder school option set you created and run option set. For example, login to the high school and select your Feeder HS option set which contains your middle school(s) that will be transferring to that high school and run it.

- Course history option set (optional) – Appends course history changes to the new year after performing the initial student rollover.
- Graduate students option set (optional) – Performs a mass query to change the graduation date for students who will graduate in the current year (not in the new year).

See the sections Suggested Files to Process for a list of recommended files to include in the options sets.

For the initial rollover, it is suggested that Locker Assignments file (ALKA) and Parent/Guardian file (APRN) be selected to roll. The Enrollment file (AENR), the Student file (ASTU) will automatically roll and do not need to be selected when running the Update Student file option set.

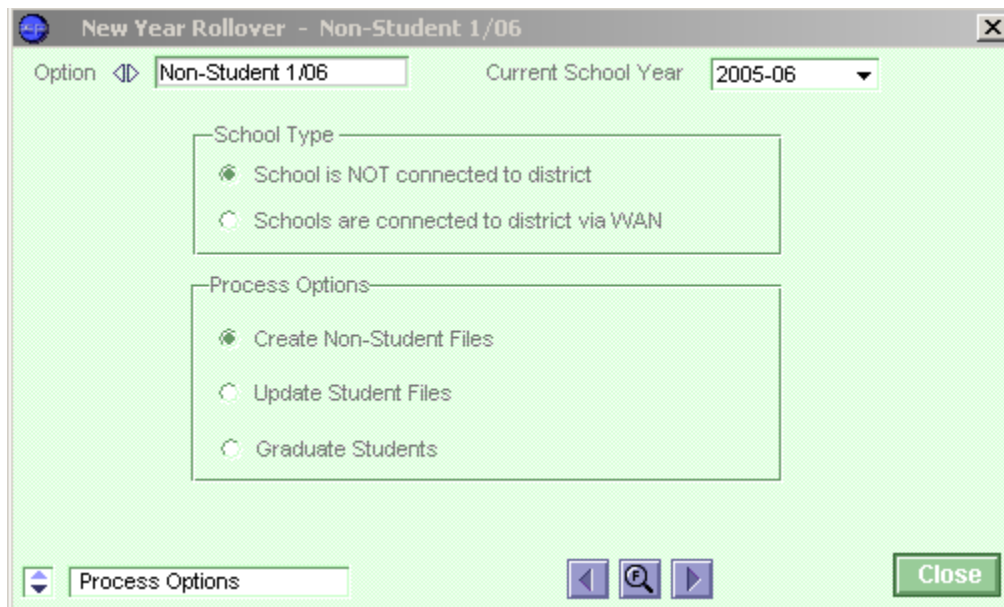
Files such as ADIS, AHLT, AIMM, AEMG can wait until the end of the year to roll when they are complete and current since these files are not important for scheduling.

If a school is using Schedule Pro, it is suggested that the Student PAR's (APTR), and Student Groups (ASGR) be rolled during the initial rollover. If there are other files that need to be rolled for scheduling, they can also be selected.

Each time New Year Rollover is run it updates the ASTU and AENR files and make any demographic changes (addresses, phone numbers, and so on). Changes to demographics of existing students should only be made to the current school year.

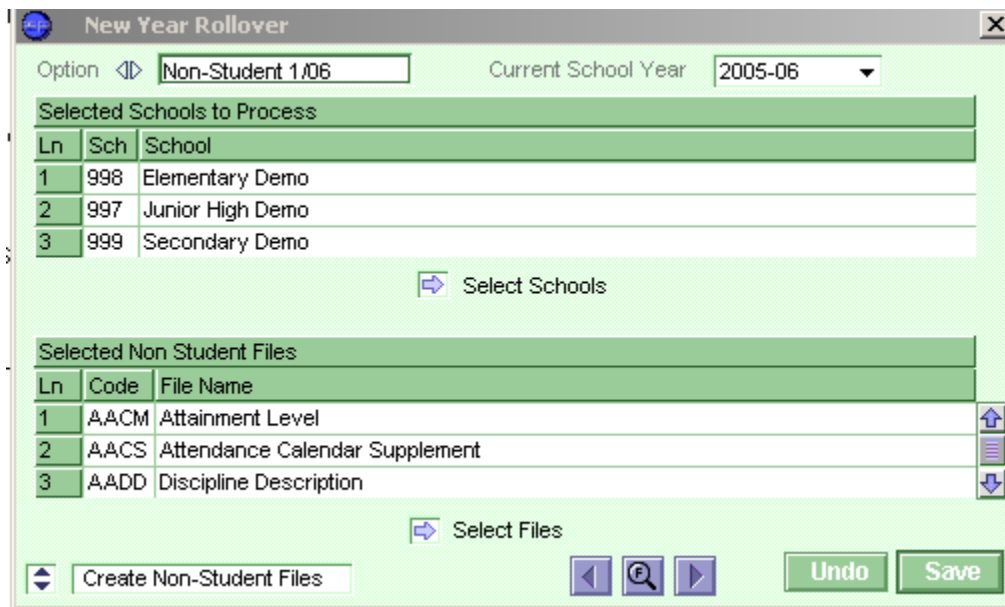
## Creating the Option Set – Non-Student

1. In the File Management folder, double-click the New Year Rollover atom.
2. On the Data menu, click Add Options Set (or modify an existing option set)
3. In the Option field, type the name the option set (Example: Non-Student & date).
4. In the Current School Year field, select the current school year.
5. In the School Type area, select School is NOT connected to district.
6. In the Process Options area, select Create Non-Student Files.
7. Click Save.



## Adding Files to the Option Set - Non-Student

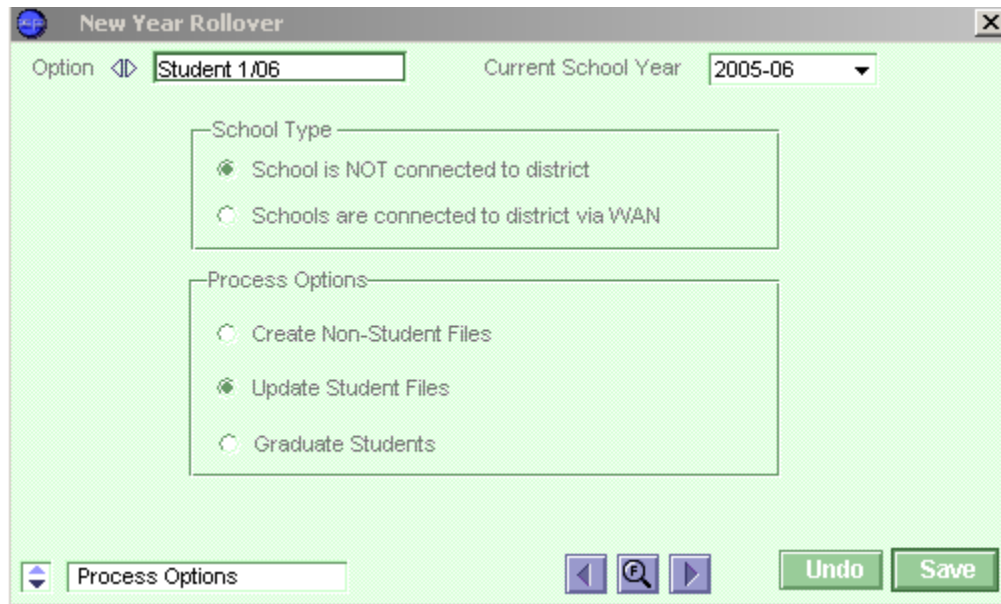
1. In the page selection list on the bottom-left of the screen, select Create Non-Student Files.
2. Under the Selected School to Process table, click the Select Schools arrow to bring up the list of schools. All schools can be processed together or in similar school groups for this option set. Double click on the schools that you would like to process. When the desired schools are listed on the right side column, click Done.
3. Under the Selected Non-Student Files table, click the Select Files arrow to bring up a list of files. Double-click the files to process and then click Done. Refer to the Suggested Files to Process for Student section.
4. When all the files have been selected, click Done.
5. Click Save to save the Non-Student option set.



## Creating the Option Set - Student Files

Student file option sets are created for each school separately. You need to be logged into the selected school when these sets are run. To create the option set:

1. In the File Management folder, double-click the New Year Rollover atom.
2. On the Data menu, click Add Options Set (or modify an existing option set)
3. In the Option field, name the option set (Example: Student & date).
4. In the Current School Year field, select the current school year.
5. In the School Type area, select School is NOT connected to the district.
6. In the Process Options area, select Update Student Files.
7. Click Save.



## Adding Files to the Option Set - Student Files

1. In the page selection list on the bottom-left of the screen, select Update Student Files.
2. Under the Selected School to Process table, click the Select Schools arrow to bring up the list of schools. Double click the school at which the NYR is being performed to select it and then click Done.
3. In the Effective Date column, type the first date for the new school year.
4. Select the appropriate code in the Enter Code column, and then select the same code in the Transfer Code column.

The effective date and the enter code selected will appear on the first line of enrollment in the new year in the enrollment history of every student rolled.

5. To keep the current student IDs, leave the Assign New Numbers column blank.
6. Under the Selected Student Files Related table, click the Select Files arrow to bring up a list of files. Double-click the files to process and then click Done. Refer to the Suggested Files to Process for Student section.
7. Click to remove the X in the Transfer column for all files.
8. Click Save to save the student rollover option set

New Year Rollover - Student 1/06

Option <> Student 1/06 Current School Year 2005-06

| Ln | Sch | School                  | Effective Date | Enter Code | Transfer Code | Assign New |
|----|-----|-------------------------|----------------|------------|---------------|------------|
| 1  | 075 | Clintondale High School | 09/02/06       | R2         | R2            |            |
|    |     |                         |                |            |               |            |
|    |     |                         |                |            |               |            |

Select Schools

Update Course History

| Ln | Code | File Name                | Promote | Transfer |
|----|------|--------------------------|---------|----------|
| 1  | AACH | Student Activity History | X       |          |
| 2  | AACT | Student Activity         | X       |          |
| 3  | AATD | Daily Attendance         | X       |          |

Select Files

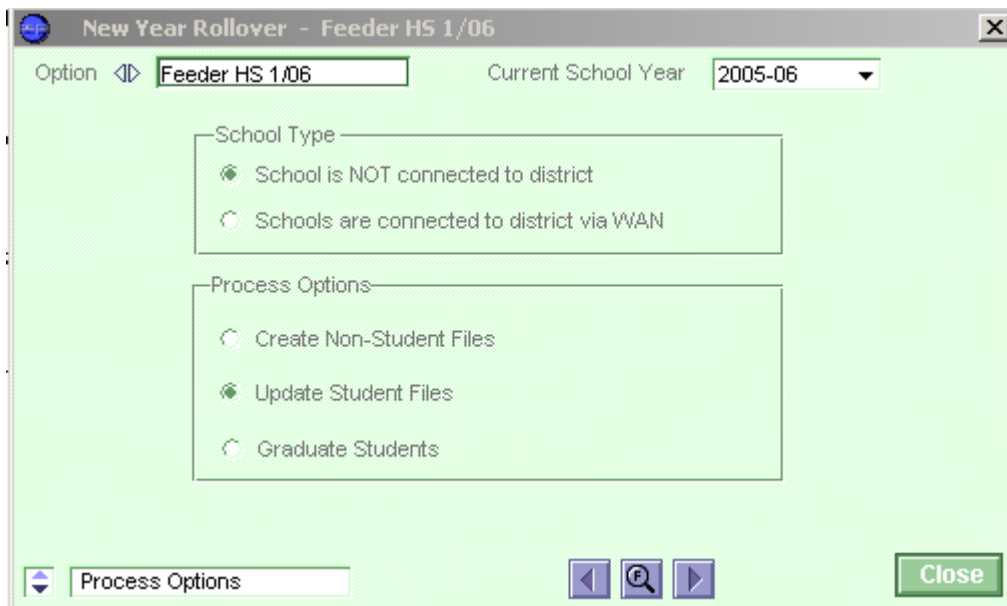
Update Student Files

Close

## Creating the Option Set – Feeder School

Feeder School Options Sets are used to transfer students from one school to another. There should be one option set for each destination school that is receiving students from other schools. If there are several feeder schools that will be transferring into one destination school, they may all be processed in the same option set.

1. In the File Management folder, double-click the New Year Rollover atom.
2. On the Data menu, click Add Options Set (or modify existing option set).
3. In the Option field, name the option set (Example: Feeder school & date).
4. In the Current School Year field, select the current school year.
5. In the School Type area, select School is NOT connected to the district.
6. In the Process Options area, select Update Student Files.
7. Click Save.



## Adding Files to the Option Set – Feeder School

1. In the page selection list on the bottom-left of the screen, select Update Student Files.
2. Under the Selected Schools to Process table, click the Select Schools arrow to bring up the list of schools. Double-click the schools that will be transferring students to the destination school, click Done.
3. In the Effective Date column, type the first date for the new school year.
4. Select the appropriate code in the Enter Code column, and then select the same code in the Transfer Code column.

The effective date and the enter code selected will appear on the first line of enrollment in the new year in the enrollment history of every student rolled.

1. To keep the current student IDs, leave the Assign New Numbers column blank.
2. Under the Selected Student Files table, click the Select Files arrow to bring up a list of files. Refer to the Suggested Files to Process for Student section.
3. Remove the X in the Promote column for all files. (Leave the X in the Transfer column).
4. Do not click on Update Course History.
5. Click Save to save the Feeder rollover option set.

New Year Rollover

Option <> Feeder HS 1/06 Current School Year 2005-06

| Ln | Sch | School        | Effective Date | Enter Code | Transfer C | Assign New |
|----|-----|---------------|----------------|------------|------------|------------|
| 1  | 056 | Middle School | 09/02/06       |            |            |            |
|    |     |               |                |            |            |            |
|    |     |               |                |            |            |            |

Select Schools

Update Course History

| Ln | Code | File Name             | Promote | Transfer |
|----|------|-----------------------|---------|----------|
| 1  | AACT | Student Activity      |         | X        |
| 2  | AATD | Daily Attendance      |         | X        |
| 3  | AATL | Attendance Letter Tag |         | X        |

Select Files

Update Student Files

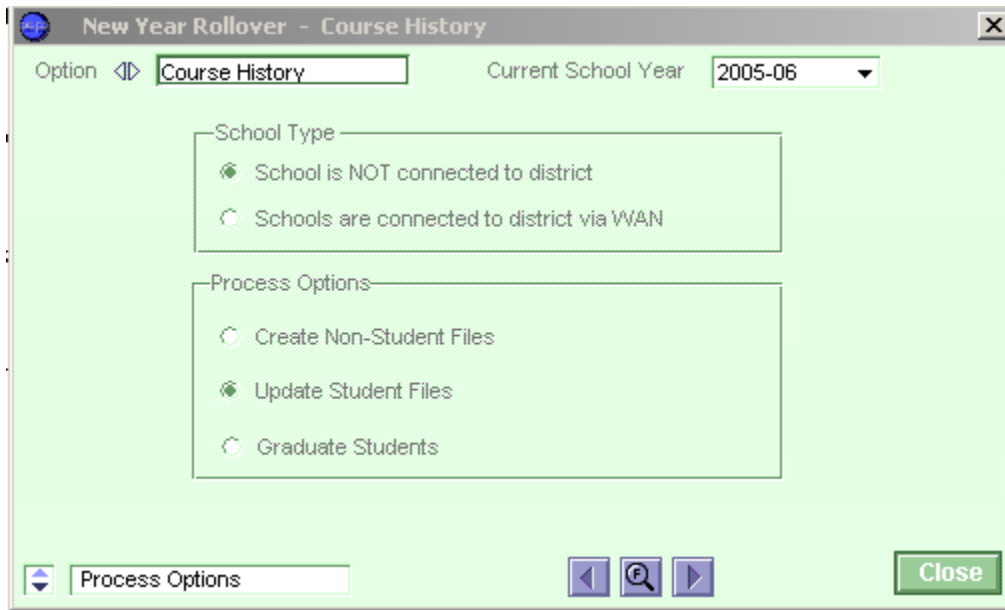
Undo Save

## Creating the Option Set -- Course History (not required)

Course History is usually processed at the end of the year after marks for the current year's grading files have been transferred into course history. For the end of year rollover, the ACHS and ACHN files can be included with the rest of the student files in Student option set.

If you chose to include the Course History files in the Student option for the initial roll for scheduling purposes, you can use the Course History option set to append course history changes to the new year. The Course History option set is not required.

1. In the File Management folder, double-click the New Year Rollover atom.
2. On the Data menu, click Add Options Set.
3. In the Option field, name the option set (Example: Course History & date).
4. In the Current School Year list, select the current school year.
5. In the School Type area, select School is NOT connected to the district.
6. In the Process Options area, select Update Student Files.
7. Click Save.



## Setting Up the Option Set -- Course History (not required)

1. In the page selection list on the bottom-left of the screen, select Update Student Files.
2. Select the Update Course History check box.
3. If you keep narrative comments in the Course History file, select the Update Course History Comments check box.
4. Under the Selected Schools to Process table, click the Select Schools arrow.
5. Double click on the schools should transfer course history and then click Done.
6. Enter the effective date for the new school year. Enter and Transfer codes do not need to be entered.
7. Click Save.

Option <D> Course History Current School Year 2005-06

| Ln | Sch | School      | Effective Date | Enter Code | Transfer C | Assign New |
|----|-----|-------------|----------------|------------|------------|------------|
| 1  | 075 | High School | 09/02/06       |            |            |            |
|    |     |             |                |            |            |            |
|    |     |             |                |            |            |            |

Select Schools

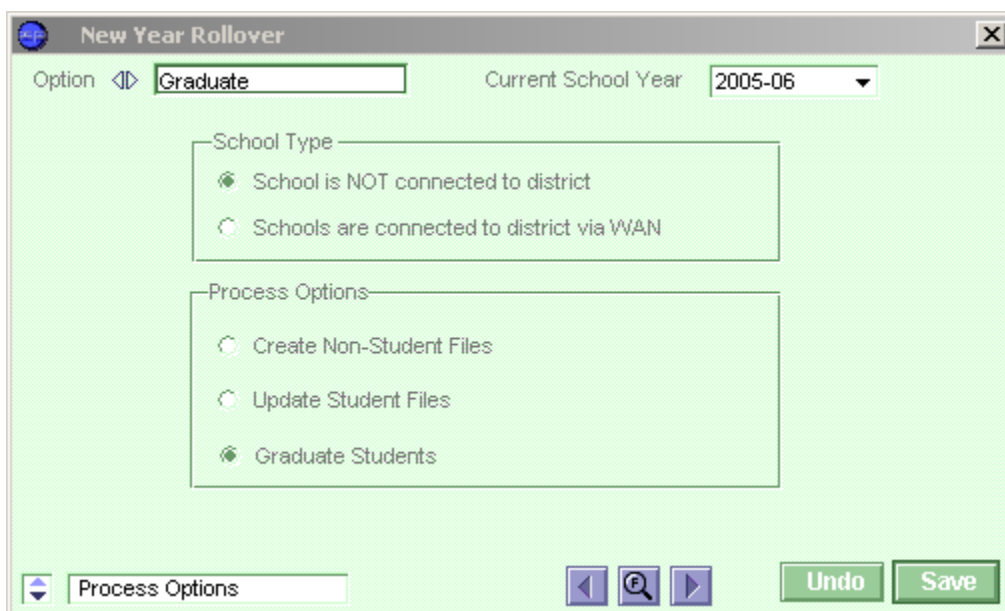
Update Course History  Update Course History Comments

Update Student Files [Navigation Buttons] Close

## Creating the Option Set -- Graduate Students (not required)

This option set performs a mass query to change the graduation date (Grad Date field on the 2<sup>nd</sup> page of the Student atom) for students graduating in the current year (not in the new year). You will want to manually remove the Grad Date for seniors who are not graduating, after running this option set.

1. In the File Management folder, double-click the New Year Rollover atom.
2. On the Data menu, click Add Options Set.
3. In the Option field, name the option set (Example: Graduate Students).
4. In the Current School Year list, select the current school year.
5. In the School Type area, select School is NOT connected to the district.
6. In the Process Options area, select Graduate Students.
7. Click Save.



## Setting the Graduation Date

Make sure you have completed the steps in the previous section before performing this procedure.

1. In the page selection list on the bottom-left of the screen, select Graduate Students.
2. Under the Selected Schools to Process table, click the Select Schools arrow.
3. Select the school(s) with graduating seniors, using the Select Schools fast access arrow, and click Done.
4. In the Graduation Date column, type the graduation date.
5. Click Save.

| Ln | Sch | School      | Graduation Date |
|----|-----|-------------|-----------------|
| 1  | 075 | High School | 06/30/06        |
|    |     |             |                 |
|    |     |             |                 |
|    |     |             |                 |
|    |     |             |                 |
|    |     |             |                 |
|    |     |             |                 |
|    |     |             |                 |
|    |     |             |                 |

### **SRS707X – Update SRSD Fields for Graduates.**

This program will read the ASTU file. For each student with a graduation date, it will:

- Set the SRSD exit status to 01.
- Set the exit date to the graduation date.
- Zero out General Ed FTE.
- Clear out SRSD Course Enrollments.

## **Section 5 – Processing the Option Sets**

Once all of the option sets have been created, it is time to run them. It is important to determine the order in which they need to be run and the school that you should be logged into when each set is run. For the initial rollover, run the option sets in the following order: Non-Student, Student, Feeder.

### **Processing the Option Set - Non-Student**

The Non-Student option set is the first option set to be processed. This is run only once at the initial rollover so that new year scheduling can begin. It creates files for the new year that are not student dependent such as the teacher file (ATCH), the course file (ACRS), and so on. Do not perform a non-student rollover after processing student-related files. If you process non-student files after student files, you will need to restart the New Year Rollover process because the Sequence Control File (ASCF) and the Table file (ATBL) will no longer be correct. These two files are automatically copied to the next year when the Non-Student files option set is initially processed.

To process the non-student option set:

1. Log into any school in the current school year.
2. In the New Year Rollover atom, select the non-student option set you created.
3. On the New Year Rollover menu, click Run. This process may take several minutes to complete.
4. See the liaison tasks below to complete process.

### **Processing the Option Set – Student Files**

Student files include the student file (ASTU), the discipline file (ADIS), and so on. The Student file (ASTU), the Enrollment file (AENR) and the School Attended History file (ASAH) are always processed automatically.

To process the student option set:

1. Log into the school that you are rolling in the current school year.
2. In the New Year Rollover atom, select the student option set you created.
3. On the New Year Rollover menu, click Run. This process may take several minutes to complete.
4. See the liaison tasks below to complete process.

### **Processing the Option Set – Feeder School**

Feeder schools can be rolled over at any time after the destination school has been rolled over.

To process the feeder option set:

1. Log into the destination school in the current school year.
2. In the New Year Rollover atom, select the feeder school option set you created.

3. On the New Year Rollover menu, click Run. This process may take several minutes to complete.
4. See the liaison tasks below to complete process.

## **Processing the Option Set – Course History (not required)**

This course history option set is optional. Process it only after the initial student rollover to append course history changes to the new year.

The course history process is similar to the Student Files process, except that only the Course History file (ACHS) and, optionally, the Course History Narrative (ACHN) are updated.

Rules for updating course history information into the new year are as follows. If the following fields match one of the target records for a student, then the matched target record will be updated using the school-transferable fields from the matching source record. The records are considered matching only if all of the following fields match.

- Course-Grade-CalMonth
- CalYear-Term-SchoolAttn

This option set should be run after the last marks have been transferred to Course History in the current school year.

This option set does not update the Schools Attended History (ASAH) file. Secondary schools must use the Update Course History atom in the course history folder to update the ASAH data files in the Schools Attended atom. Otherwise, the source records school-transferable fields will be copied to a new record in the target ACHS file.

To process the student option set:

1. In the New Year Rollover atom, select the course history option set you created.
2. On the New Year Rollover menu, click Run. This process may take several minutes to complete.
3. After the process is complete, verify that there are no errors in the new year log file.
4. Verify that data is correct in the course history atom.

## Processing the Option Set – Graduate Students (not required)

The graduate students option set is not required. When run, the process places a graduation date and code in the Graduation field in the Student file for students graduating in the current year (not in the new year).

The process does not populate the graduation date for inactive students.

The process uses the last grade on the Grade Levels Taught line (on the General tab of the School atom) as the graduating grade. Although this is usually true, in some cases schools may have extra grades on this line after the graduating grade.

- Grades Levels Taught: 09 10 11 12
- Promote to: 10 11 12

The graduate students process uses the first grade in which the corresponding Promote Grade Level to field is blank in the School atom. In the example above, the process considers 12 as the graduating grade and populates the Graduation Date field of the ASTU file for all 12<sup>th</sup> graders. Since the Promote field for UN is not the first blank Promote field, it is not processed as a graduating grade. Make sure that there are no blank Promote fields other than the grade you intend to graduate.

To process the graduate students option set:

1. In the New Year Rollover atom, select the graduate students option set you created.
2. On the New Year Rollover menu, click Run. This process may take several minutes to complete.
3. After the process is complete, verify that there are no errors in the new year log file.
4. Verify that the graduation dates are correct in the Student atom.

## **SASI Liaison Tasks - after running each option set for initial, subsequent and end of year rollovers.**

- Review the New Year Rollover log. This file gets overwritten with each rollover, so it is recommended that you rename the file before running another rollover. If problems occurred, the same option set (or a newly created one) may need to be run again.
- Run Update Next IDs in the new year files. This helps to prevent –2035 errors.
- Verify that all files have been correctly carried over to the new year.
- Run student reports and queries in the new year and compare with previous year's reports.
- Copy the new year files back to the appropriate schools from the “working rollover copy of SASI” back to the “live server SASI” using either the WAN or the SASI Backup/Restore procedure.
- Communicate to your schools that when enrolling a student in the current year after rollover, they will receive a pop up question that asks if you would like to enroll the student in the new year as well. Choose YES to enroll them in both years.

## **School Site Tasks - after the initial rollover**

- Pad the Next Permanent Number in the Next ID atom in the new year with 100 in order to avoid duplicate student IDs.
- Create the Attendance Calendar in the new year by clicking on the attendance setup atom.
- Query Low/High Period  
  
CHANGE ASTU LowPeriod = “##” (## = lowest period at the building)  
CHANGE ASTU HighPeriod = “##” (## = highest period at the building)
- If your school has ½ day kindergarteners with an ADA of “A” or “P”, they will still have the same ADA when they are rolled to grade 01. The ADA will need to be changed to “Y” if your first graders attend school all day. Use the following queries to change the values:  
CHANGE ASTU EligADA = “Y” IF EligADA IN[“A”,“P”] and Grade = 01  
CHANGE AENR EligADA = “Y” IF EligADA IN[“A”,“P”] and Grade = 01 and  
TransYear = ##  
(replace ## with the correct school year)
- In the School atom add terms on the Term Duration tab.
- In the School atom change the Active Year.

- Set all users to automatically login to the new year by running the following query:  
CHANGE AUSR YEAR = ##### (##### = 4-digit school year)
- Schools should not make changes to the Student files in the new year that will be rolled again for subsequent rolls. Files such as ASTU, AENR, APRN, & AEMG (Student, Enrollment, Parent, Emergency) will be overwritten at the end of the year with the current year files during the end of year rollover. The exception to this is for students who will not be entering in the current year. If a student is only entering your school in the new year, then they should be enrolled in that year in the Enrollment atom and student information can be entered for them in that year.
- Once new year files have been created, periodic backups need to be made of both years' data using the SASI Backup/Restore atom.
- YHM104x – this program will search student files from previous years and schools. It will copy data for a selected student to the current year/school files. Student can have either inactive or active status. For more information, reference our website [www.misd.net](http://www.misd.net) for our MISD SASI Enhancement documentation.

## Subsequent Student Rollovers

To make sure your new year's data is up-to-date, you must perform subsequent New Year Rollovers if changes are made in the current year.

- New Year Rollovers for student-related data update records for each student, not entire files. Each subsequent rollover updates records for students in next year's files. Certain fields do not get updated after the initial rollover, including grade, counselor, next school, next grade, and homeroom.
- Run Update All Next IDs from the Next ID atom prior to performing subsequent student rollovers.
- Backups need to be made of both years' data using the SASI Backup/Restore atom.
- Student (ASTU) and Enrollment (AENR) files are automatically included in student rollovers and cannot be deselected. If data has been modified in new year files, subsequent rollovers will overwrite the changes. To avoid this situation, back up the Student and Enrollment files before a subsequent rollover is performed. You can then restore the backup files after the rollover process has been completed.

## New Year Log File

After running each rollover set, you should review and save the New Year log file. This file is overwritten every time that any option set is run, so it is a good idea to save or print this file after running each option set. To view this file:

1. Click on FILE / INSTALL ATOM
2. Locate the Newyear.log file inside of the SASI datafile
3. Select this file and click on Open
4. SASI will ask if you are sure if you want to install this file, click OK.
5. Double click on the atom that is now installed on your desktop to view this file. If it asks you what application you would like to open this file with, choose a word processing program such as Microsoft Word or Wordpad
6. After viewing this file, save it with a name of “NYR *option set name*”

### SAMPLE NEWYEAR.LOG FILE

```
Starting Transfer Students and Sub-files process.
Adding school 999 to the New Year Rollover Schools Updated Log (ANYL).
Processing School 999, year 2003.
Creating enrollment transactions for school 999
Transferring students from school 999, year 2003 to school 999, year 2004
Processing sub-file transactions for school 999.
Cannot open sub-file ACET for school 999, year 2003. Hence it will not be processed. Error: -
2004
Cannot open sub-file ANOT for school 999, year 2003. Hence it will not be processed. Error: -
2004
Transfer Students and Sub-files process complete.
```

This report lists errors that occurred during the rollover option set such as:

- -2004 usually indicates that the file was not created in the school that is trying to process it, but it was listed in the option set as a file to roll. Since the file was not created, it cannot roll.
- Often, the students in the top grade level of a school will be listed with an error of Invalid Next Grade when running the Student Option Sets. This indicates that the current school does not have that grade level listed in the school atom. These students will be processed instead in the feeder school or graduate students option sets.

An error of -2035 indicates that an important field has been duplicated between two students in the new year. The student listed should be checked to determine what field is duplicated.

## Section 6 – Suggested Files to Process for Non-Student

\* Denotes files that will create new

| <b>Files for All Schools (Non-Student)</b>  | <b>Checkoff</b> |
|---|-----------------|
| AATC - Attendance Calendar *  |                 |
| AATO - Attendance Options *   |                 |
| AATR - Absence Reasons  |                 |
| ADVA - Vaccination Definitions  |                 |
| AEPD - Enrollment Proc Definition   |                 |
| ASH3 – Users Saved Reports  |                 |
| ATCH – Teachers   |                 |
| UCRS – Additional Course Fields (MISD)  |                 |
| <b>All of the above plus: (Non-Student) Files for Secondary and Elementary Schools with Schedules</b> | <b>Checkoff</b> |
| ACRS – Courses  |                 |
| AMST – Sections   |                 |
| ALKR – Lockers  |                 |
| <b>All of the above plus: (Non-Student) Files for Mass Scheduling</b>                                 | <b>Checkoff</b> |
| ASMA – Scheduling Mass Assign   |                 |
| ASMS – Scheduling Master Schedule   |                 |
| ASMT – Seat Totals *  |                 |
| ASOP – Scheduling Options   |                 |
| ASSD – Scheduling Control Def   |                 |
| ASSL – Scheduling Control   |                 |
| ASSO – Course Request Options   |                 |
| ASST – Seat Totals  |                 |
| ASSX – Course Request Cross Ref   |                 |
| <b>All of the above plus: (Non-Student) Files for Secondary Schools Using Grading</b>                 | <b>Checkoff</b> |
| AGCD – Grading Control Def  |                 |
| AGCL – Grading Control Detail   |                 |
| AGCM – Grading Comments   |                 |
| AGCR – Credit Definition File   |                 |
| AGDF – Grade Reporting Def  |                 |
| AGED – Eligibility Def  |                 |
| AGHD – Honor Roll Def   |                 |
| AGMK – Marks Def  |                 |

|  |                 |
|--|-----------------|
| AGPA – GPA Def   |                 |
| AGPB – GPA Def Detail  |                 |
| AGPL – GPA Def Detail  |                 |
| AGRP – Grade Reporting Periods                                     |                 |
| AREQ – Graduation Requirements                                     |                 |
| ARTD – Repeat Tag Definition                                       |                 |
| ATDF – Transcript Definition                                       |                 |
| <b>All of the above plus: (Non-Student) Files for Schedule Pro</b> | <b>Checkoff</b> |
| AARS – Course/Section Restrictions                                 |                 |
| ACLR - Course Link Relations                                       |                 |
| ACRA - Course Room Allocation                                      |                 |
| ACTA - Course Teacher Allocation                                   |                 |
| ACTR - Course Restrictions & Allocations                           |                 |
| ADUR -Duration Starting Term                                       |                 |
| AGSS-Global Scheduling Specs                                       |                 |
| AGTR – Global Time Restrictions & Allocations                      |                 |
| AMDP – Meeting Day Patterns  |                 |
| AMSP – Meeting Starting Periods                                    |                 |
| ARLD – Rules List Definition                                       |                 |
| ARLL – Rules List Detail   |                 |
| AROD – Scheduler Report Option                                     |                 |
| AROM – Room File   |                 |
| ARSD – Scheduler Report Set  |                 |
| ARSL – Scheduler Report Set List                                   |                 |
| ARTR – Room Restrictions & Allocations                             |                 |
| ASIM – Simulation Options  |                 |
| ASLR – Section Load Restriction                                    |                 |
| ATCD – Teacher/Course Definition                                   |                 |
| ATTR – Teacher Restrictions & Allocations                          |                 |
| <b>Optional Files for all Schools (Non-Student)</b>                | <b>Checkoff</b> |
| AACM – Attainment Comments   |                 |
| AACS – Attendance Calendar Suppl.                                  |                 |
| AADD – Discipline Codes  |                 |
| AADR – Addresses atom  |                 |
| AARQ – Activity Requirements atom                                  |                 |
| AATB – Attendance Bell Schedules                                   |                 |
| ACMD – Competency Test Definitions                                 |                 |
| ACNR – Conference Code Descriptions                                |                 |
| ACOL – College atom  |                 |
| AFID – Fee Definitions   |                 |
| ALSE – Student Data Entry Definition                               |                 |
| ALSL – Student Data Entry Def Lines                                |                 |

|   |                 |
|---|-----------------|
| APCD – Progress Control Definition                                    |                 |
| APCL – Progress Control Detail  |                 |
| APGD – Service Program Definitions                                    |                 |
| APGL – Service Program Levels   |                 |
| APLM – Placement Code Definition                                      |                 |
| APRD – Proficiency Test Definitions                                   |                 |
| AROT – Period Rotation Definition                                     |                 |
| ASBT – Substitute Teacher *   |                 |
| ASHA – Attendance Scan Sheet File *                                   |                 |
| ASHG – Grading Scan Sheet File *                                      |                 |
| ASHP – Progress Scan Sheet File *                                     |                 |
| ASHV – Verification Scan Sheet *                                      |                 |
| ASTF – Staff atom   |                 |
| ATCL – Teacher Leave *  |                 |
| ATLL – Transmission Local Log   |                 |
| ATLR – Teacher Leave Reasons *  |                 |
| ATLV – Teacher Leave Definitions *                                    |                 |
| <b>All of the above plus: (Non-Student)<br/>Files for CLASSROOMxp</b> | <b>Checkoff</b> |
| ACPR – Attendance Preferences *                                       |                 |
| ACXA – Seat Assignment *  |                 |
| ACXC – Classroom Header *   |                 |
| ACXH – Seating Chart Header *   |                 |
| ACXP – Classroom Period Rotation *                                    |                 |
| ACXS – Classroom Section *  |                 |

## Section 7 – Suggested Files to Process for Student

\* Denotes files that will create new

| <b>Files for All Schools (Student)</b>   | <b>Checkoff</b> |
|--|-----------------|
| AATD – Daily Attendance *  |                 |
| AEMG – Emergency Contacts  |                 |
| AHLN - Home Language atom  |                 |
| AHLT – Health Incidents  |                 |
| AIMM – Immunization Vaccinations   |                 |
| AMED – Medical Info  |                 |
| APRN – Parent/Guardian Info  |                 |
| ASCR – Medical Screening Info  |                 |
| ASGR – Student Groups<br>Note: If the school has created new student groups in the new year for scheduling purposes, do not roll the ASGR at the end of the year.                |                 |
| <b>All of the above plus: (Student) Files for Secondary and Elementary Schools with Schedules</b>  | <b>Checkoff</b> |
| ACLH – Class History *   |                 |
| ACLS – Class Schedules *<br>Note: If the school has finished scheduling in the new year, and has moved their schedules to Basic Scheduling, do not roll the ACLH and ACLS files. |                 |
| ALKA – Locker Assignment (Required)  |                 |
| <b>All of the above plus: (Student) Files for Mass Scheduling</b>  | <b>Checkoff</b> |
| ASSS – Student Course Requests *   |                 |
| <b>All of the above plus: (Student) Files for Secondary Schools Using Grading</b>  | <b>Checkoff</b> |
| ACET – College Entrance  |                 |
| ACHN – Course History Narrative  |                 |
| ACHS – Course History  |                 |
| AGRA – Grade Report Add'l Attendance *   |                 |
| AGRD – Grade Reporting *   |                 |
| AGRH – Grade Reporting History *   |                 |
| AGRL – Grade Reporting Detail *  |                 |
| AHRT – Temporary Honor Roll Def  |                 |
| APRG – Progress Reporting *  |                 |
| APTR – Student PARS  |                 |

|  |                 |
|--|-----------------|
| ASCS – Student Scheduling Status                                     |                 |
| ATSS – Teacher Student Subject *                                     |                 |
| <b>Optional Files for all Schools (Student)</b>                      | <b>Checkoff</b> |
| AACH – Student Activities History                                    |                 |
| AACT – Student Activities *  |                 |
| AATP – Period Attendance *   |                 |
| AATT – Attendance Attachments  |                 |
| ACNF – Conference atom   |                 |
| ADIS – Discipline Incidents  |                 |
| ADPO – Disposition (detention, etc.)                                 |                 |
| AELA – English Language Acquisition                                  |                 |
| AELD – English Language Development                                  |                 |
| AELH – District Language Acquisition History                         |                 |
| AELP – District Language Acquisition ELPA                            |                 |
| AELT – English Language Development Test                             |                 |
| AFEE – Fees  |                 |
| AGAT – Gate (Gifted & Talented) *                                    |                 |
| APLC – Placement Codes   |                 |
| APMT – Payments  |                 |
| APGM – Student Service Programs                                      |                 |
| ASAD – Student Additional Info                                       |                 |
| ASRD – Student Recognition Detail                                    |                 |
| ASRM – Student Recognition Master                                    |                 |
| AVOC – Vocational Education  |                 |
| UCET – Testing (MISD)  |                 |
| UMAS – Missing Assignments (MISD)                                    |                 |
| UTAF – Transcript Attendance (MISD)                                  |                 |
| USRS – SRSD (MISD)   |                 |
| UCSV – Community Service (MISD)                                      |                 |
|  |                 |
| Include any other user-defined files your district may have created. |                 |
| <b>All of the above plus: (Student) Files for CLASSROOMxp</b>        | <b>Checkoff</b> |
| ANOT – Notes (CLASSROOMxp) *   |                 |

# NEW YEAR ROLLOVER CHECKLIST

|   |          |
|---|----------|
| PREPARING FILES - the following steps will help ensure a clean New Year Rollover and most of these steps should be done at each school site prior to bringing the files together. A few will have to be done after the files have been gathered into the working rollover copy of SASI. | COMPLETE |
| <ul style="list-style-type: none"> <li>SASI Version - verify that each site has the same SASI version</li> </ul>  |          |
| <ul style="list-style-type: none"> <li>Backup - data in the current year for each site</li> </ul>   |          |
| <ul style="list-style-type: none"> <li>Reorganize Files - in the current year for each site</li> </ul>  |          |
| <ul style="list-style-type: none"> <li>Delete Temp Files - in the current year for each site</li> </ul>   |          |
| <ul style="list-style-type: none"> <li>Delete Orphan Records - in the current year for each site</li> </ul>   |          |
| <ul style="list-style-type: none"> <li>Update All Next IDS - in the current year for each site</li> </ul>   |          |
| <ul style="list-style-type: none"> <li>User Defined Files - create ADF files at each site</li> </ul>  |          |
| <ul style="list-style-type: none"> <li>New Year Rollover Files - verify/create new year rollover files</li> </ul>   |          |
| <ul style="list-style-type: none"> <li>License File - verify the license file (optional)</li> </ul>   |          |
| <ul style="list-style-type: none"> <li>Verify School Setup - verify and record school setup from each site to use with working rollover copy</li> </ul>   |          |
| <ul style="list-style-type: none"> <li>Reports - run reports</li> </ul>   |          |
| PREPARING STUDENT DATA - to be done at each site prior to gathering files   | COMPLETE |
| <ul style="list-style-type: none"> <li>Populate NxtSch and NxtGrd fields in the student atom using query mass change (BACKUP STUDENT DATA) !</li> </ul>   |          |
| BRINGING THE FILES TOGETHER   | COMPLETE |
| <ul style="list-style-type: none"> <li>Gather all files on a local workstation for processing of rollover</li> </ul>  |          |
| <ul style="list-style-type: none"> <li>Add (minimal) school data to the working copy School atom</li> </ul>   |          |
| CREATING THE OPTION SETS  | COMPLETE |
| <ul style="list-style-type: none"> <li>Non-Student</li> </ul>   |          |
| <ul style="list-style-type: none"> <li>Student</li> </ul>   |          |
| <ul style="list-style-type: none"> <li>Feeder</li> </ul>  |          |
| <ul style="list-style-type: none"> <li>Course History (not required)</li> </ul>   |          |

|   |                 |
|---|-----------------|
| <ul style="list-style-type: none"> <li>• Graduate Students (not required)</li> </ul>  |                 |
| <b>PROCESSING THE OPTION SETS</b>   | <b>COMPLETE</b> |
| <ul style="list-style-type: none"> <li>• Non-Student - run only once per year</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>• Student - can be run several times</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>• Feeder – can be run several times</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>• Course History (not required)</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>• Graduate Students (not required)</li> </ul>  |                 |
| <b>LIAISON TASKS – after initial, subsequent, and end of year rollovers</b>   | <b>COMPLETE</b> |
| <ul style="list-style-type: none"> <li>• Review New Year Rollover log</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>• Update Next IDs in the new year files</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>• Verify files</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>• Run reports</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>• Copy the new year files back to live SASI</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>• Communicate to your schools that when enrolling a student in the current year after rollover, they will receive a pop up question that asks if you would like to enroll the student in the new year as well. Choose YES to enroll them in both years.</li> </ul> |                 |
| <b>SCHOOL SITE TASKS – after the initial rollover</b>   | <b>COMPLETE</b> |
| <ul style="list-style-type: none"> <li>• Pad the Next Permanent Number in the Next ID atom in the new year</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>• Create the Attendance Calendar</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>• Query Low/High Period</li> </ul>   |                 |
| <ul style="list-style-type: none"> <li>• Change ADA for former kindergartners</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>• School Atom – Term Durations Tab</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>• School Atom – Basic tab – change Active year</li> </ul>  |                 |
| <ul style="list-style-type: none"> <li>• Change User atom to new year</li> </ul>  |                 |

**Question:**

If a student is inactivated in the current year will SASI automatically inactivate the student in the new year?

**Answer:**

No. SASI does not automatically inactivate the student in the new year. You can permanently delete the student out of the new year providing you have the rights to do so. Exercise caution with this process as you may need the student to appear in the new year (as inactive) for SRSD purposes.

**Question:**

If a student did not roll into the new year because he was inactive at the time of the rollover, but has since returned to school in the current year, does he need to be manually added into the new year?

**Answer:**

The student will be rolled into the new year during the next rollover – or – you can bring the student and all their information forward to the new year using the enhancement YTH104x.

**Problem:**

Next ID & -2035 Errors – when adding a student after a new year rollover, SASI gives the student the same Permanent ID in the current year and the new year. There can be a conflict if you have added students in the new year and SASI already assigned one of them that Permanent ID. It will cause an error of '2035 Duplicate Key.'

**Resolution:**

This situation can be avoided by setting the next assigned Permanent ID number to be higher in the new year by using the Next ID atom. When the higher ID is entered in the new year, any student entered only in the new year receives a higher ID number. A student entered in the current year receives the lower ID number in both the current and new years.

**Question:**

We have rolled our students into the next school year and the screens are a different color. Why is this happening?

**Answer:**

There is a field in the School atom on the Basic page called "Active Year". If the current school year is 2007-08, the Active Year will be 2007. When changing the school year with the Change School/Year atom or by double clicking on the school name in the status bar, the forms for the previous years will be pink and the forms for future years will be light green.

**Question:**

Why should New Year Rollover be run instead of using Create New Files?

**Answer:**

The New Year Rollover process gives each student a new stulink for the next school year. The stulink from the current year is then stored in the school's stulink field. The process also populates the school attended field with the school number the student was attending when New Year Rollover was run. These fields can be viewed through query in the ASTU file (Stulink, SchlsStuLk, and School\_Att). In order to have data copied for all student related files to the new school year, New Year Rollover must be run. Create New Files keeps the same stulink from the previous school year. It does not populate the school's stulink field or the school attended field. These fields are critical to have data moved to the next school year. **Do not** use Create New Files, use New Year Rollover to create the files for the next school year.

**Question:**

Does the ALIC (License) file rollover my files during the new year rollover process?

**Answer:**

The ALIC file does not determine what files get rolled over. You determine what files get rolled over when you select them while creating the New Year Rollover Option Sets. The ALIC file determines if the files you select to rollover into the next year will have any data in them from the previous year or if they will be blank. See page 6 of this documentation for further information.

**Question:**

Scheduling Sections were rolled over from the last school year. Is there a way to delete them and start with new Scheduling Sections in the new year?

**Answer:**

Do the following steps to have a blank Scheduling Sections file (Mass Scheduling folder):

1. Do a backup of AMST and ASMS with the Backup/Restore atom (File Management folder).
2. Delete the AMST and ASMS files from the datafile folder.
3. Open the Create New Files atom (File Management folder) and create the AMST and ASMS files. When they are created do not copy from last year.

**Question:**

After doing New Year Rollover and logging into the new year, the Attendance Setup atom (Attendance folder) cannot be opened to create the calendar. What is causing this?

**Answer:**

In the new year, the AATO (Attendance Options) file must be created by going into the Create New Files atom (File Management folder). Once the Create New Files atom has been opened select the Show All Files checkbox, and scroll down to locate the AATO file. Highlight the line and click on the Create button.

**Question:**

Why are students in grade 06 not promoting into middle school from the elementary school?

**Answer:**

The grade 06 students are not promoting into middle school from elementary school because the **NextSchool** and **NextGrade** fields are not populated on Page 2 of the Student atom.

**Question:**

What should the Enter Date and Enter Code be in the Student option set?

**Answer:**

In the Student option set, the Enter Date is the first day of school. The Enter Code is the code that the school district decides to use.

**Question:**

Do fees roll for inactive students?

**Answer:**

Fees do not roll if the student is inactivated prior to the roll over of the file. The SASI software recognizes that the student's status in AFEE is "I" and does not roll that information.

**Question:**

I'm trying to run the Students w/o Lockers report (LKR03) in the new school year and the report comes up with a -2004 error?

**Answer:**

The ASGR (Student Groups) file has to be created for locker "canned" reports to work.

**Question:**

My counselor made extensive changes to the course file in the current year instead of the new year. I understand that once the non-student files are rolled they cannot be rolled again. Is there anything I can do?

**Answer:**

Providing the current year is more up-to-date than your new year course file, you can remove the new year ACRS files (both the dbf and mdx) from the datafile folder and then login into SASI and go into the new year. Open the Course atom and when prompted to copy data from previous year, answer Yes.

**Question:**

Students who should have been retained were promoted. How can I move them to the correct grade?

**Answer:**

If a student who should have been retained was promoted, you can correct their grade level in their enrollment history in the new year.

This procedure describes how to make corrections to a student's grade level in their enrollment history.

**Note:** This procedure applies to a student who was promoted within the same school.

1. Log in to the school year where the student's grade level is incorrect.
2. From the Student Info module, open the Enrollment atom.
3. Locate the student for whom you want to make the grade change.
4. Display the History page by clicking on the arrow in the bottom left corner of the Enrollment atom.
5. On the History page, locate and highlight the line of history with the enter date for the upcoming school year.
6. From the Enrollment menu, select Change Enrollment History.
7. Correct the grade level in the highlighted line to the grade the student should be in for the upcoming school year.
8. Click Save. The student displays in the correct grade level in all of the atoms.

\*Note: If you populate the **NxtSch** field on page 2 of the Student atom with the grade level the student will be in the new year, you can prevent retained students from being promoted when the New Year Rollover process is run.