
Get Ready for New Year Rollover!

The end of the school year is fast approaching. Now is the time to start planning and preparing for New Year Rollover tasks. As with most K-12 software applications, SIF Agents generally require their own New Year Rollover process to prepare data for the upcoming school year. We've prepared this article to help you successfully complete this important process.

What is New Year Rollover? New Year Rollover (NYR) – also called *End-of-Year Processing* at some districts – is the general process of preparing data for the next school year. It varies widely from application to application, and is often an iterative process that spans several weeks or months.

SIF-specific NYR tasks typically involve configuring the Student Information System and its SIF Agent to publish data for the upcoming school year so that all subscribing SIF Agents will receive next year's data. Once that's complete, subscribing SIF Agents can "resynchronize" with the new data set.

Your Responsibility Starts Now. New Year Rollover in SIF is a process that you need to make happen – it doesn't happen automatically. It requires some preparation, which includes backing up your current data, upgrading software and locating the appropriate technical documentation. It also requires that you plan time to perform the actual steps involved in the New Year Rollover process. You can never start planning too soon!

When Should You Perform New Year Rollover? Perform your regular district New Year Rollover process with the SIS during the second half of the school year and into the summer, according to your normal schedule. SIF-based New Year Rollover tasks generally require that the SIS rollover be performed first, before subscribing SIF Agents

are resynchronized. Consult your SIF Agent documentation for details. We recommend completing the SIF portion of New Year Rollover no later than two weeks before the new school year starts.

Why the Urgency? New Year Rollover requires preparation and time to perform the various tasks involved. In addition, if you experience any problems, you may need extra time to restore data, perform tasks again, and further troubleshoot problems. Finally, you should plan time to test your SIF Agents before the new school year begins so that any issues can be resolved well ahead of the first day of school.

Questions about New Year Rollover? New Year Rollover is not a standardized process within SIF and varies from vendor to vendor, so consult your SIF Agent documentation for each SIF-enabled product in your district. (See the next page for information on Edustructures products.)

You can also contact Edustructures via the Customer Support Center by opening a browser to www.edustructures.com and choosing Support at the top of any page, or by dialing 1-877-790-1261 Extension 2 (Monday–Friday, 7AM–6PM MST).

New Year Rollover & Edustructures Products

More information for our products can be found in each product's User's Guide, or from Technical Notes available from the Customer Support Center.

- **Edustructures SIF Agent for SASI™.** Refer to the "New Year Rollover" chapter in the User's Guide.
- **Follett Destiny™ SIF Agent.** Refer to Tech Note #147, available from the Customer Support Center solutions knowledgebase (Solution #147).
- **Edustructures SIFWorks® Directory Manager.** Refer to the "New Year Rollover" chapter in the User's Guide (version 2.0 or later)
- **SIFWorks® Student Locator.** If your district is in a state that uses Student Locator services, several state-specific guides may be available. Consult your regular support channel.
- **Perform Regular SIS Rollover Procedures First.** Make sure the SIS is ready for the 2007-2008 school year. Then follow your district's NYR procedures for all other software on the same schedule as you normally perform it. This is generally a prerequisite to performing SIF-specific NYR tasks.
- **Perform SIF-specific New Year Rollover Procedures.** Begin with the student information system's SIF Agent. For example, the Edustructures SIF Agent for SASI™ features a New Year Rollover Wizard that adjusts the agent's configuration so that it publishes next year's data to SIF zones. Next, proceed with SIF-specific rollover tasks for each subscribing SIF Agent. Consult your product documentation for details.
- **Test SIF Functions & Verify Data.** It's a good idea to verify that basic SIF functionality works as you expect it to with new year data. For example, add a test student to the SIS and verify that it is received in all subscribing agents and in the correct grade level. Try to perform tasks that you'd normally perform on the first day of school.

How Do You Perform a Successful New Year Rollover with SIF?

The steps for performing New Year Rollover procedures vary from SIF Agent to SIF Agent, so be sure to consult your end-user documentation. With Edustructures products the process generally involves these tasks:

- **Back Up Data.** Make sure to back up your application data, including any SIF Agent configuration files and databases, in the event you need to start over.
- **Upgrade SIF Agent software.** We strongly recommend upgrading your SIF Agent software and zone integration server to their latest versions, or the versions recommended by the vendor for best compatibility with the applications you are using. Edustructures releases new editions of its software at the end of May each year. Visit the Customer Support Center to download updates.