

## SchoolTool Rollover Checklist

### May - June

#### Pre-Rollover

- \_\_\_\_\_ Verify the next school year has been activated
- \_\_\_\_\_ Create Projected Enrollments (New Registrants, Retained Students, Preschool Students)
- \_\_\_\_\_ Contact “Out of District Providers” (ex: BOCES) to verify student’s enrollment
- \_\_\_\_\_ Set Schedule Offset for each building (for rollovers after 7/1)
- \_\_\_\_\_ Check for new Diploma Types and add if necessary in Maintenance > Counseling > Diploma Type
- \_\_\_\_\_ Update student enrollment records with Diploma Types (seniors only for transcripts)
- \_\_\_\_\_ Add Graduation Date in Maintenance > Counseling > Graduation Dates
- \_\_\_\_\_ Add Graduation Date to student enrollment records (seniors only for transcripts)
- \_\_\_\_\_ Add Career Pathway for the appropriate students
- \_\_\_\_\_ Verify Publish Dates for Student, Teacher, and Faculty access to schedules

### July – Rollover Date

#### Rollover

- \_\_\_\_\_ Unassign student lockers (if applicable)
- \_\_\_\_\_ End appropriate Program Service records
- \_\_\_\_\_ End compulsory age students (school age students)
- \_\_\_\_\_ Graduate seniors (Auto Grade Advancement)
- \_\_\_\_\_ Advance all other students (either do “All” or start with the highest grade)
- \_\_\_\_\_ Advance ‘Out of District’ students
- \_\_\_\_\_ Start Projected Enrollments
- \_\_\_\_\_ Rollover System Settings (Yearly Rollover Maintenance)
- \_\_\_\_\_ Go into Schedule Offset and set each building back to “0”

**\*\*\*Important:** The “**Course Topic Report Card Mappings**” should **NOT** be rolled over if your district has new elementary report cards or elementary report card changes for the new school year.  
**Contact CNYRIC with any questions!!\*\*\*\*\***

## July – August

### Post Rollover

- \_\_\_\_\_ Check for students that still have an active 2025-26 enrollment (“Rollover Check” export)
- \_\_\_\_\_ Verify ‘Ungraded’ students rolled over correctly
- \_\_\_\_\_ Setup Daily Attendance settings (*\*this does not rollover and defaults to “Homeroom”*)
- \_\_\_\_\_ Reset dates in Attendance Policy for Course attendance (if applicable)
- \_\_\_\_\_ Check Report Format options (make sure the Assignment & My Home View options are set correctly for report cards and schedules)
- \_\_\_\_\_ Verify “Publish Dates” for student schedules, homeroom and team assignments