

Enrolments Rollover for 2023-2024

November 2023



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Introduction

Overview

Many of our schools start the process of transitioning students, staff, year levels, households and roll classes for 2024 before the year ends.

This guide describes how to complete the following tasks in Sentral's Enrolments module:

- Set up and order year level progressions
- Ensure students are assigned to the correct year levels general

Scope

This guide applies to schools that use the Enrolments module on Sentral Enterprise (MT).

Disclaimer



This document is a guide only, and Sentral accepts no liability for your configuration of the software.

Permissions

Administration of this module is usually assigned to a select group of staff with access to all the functionality in the module. Your school is responsible for applying access levels for staff that determines the actions they can perform in the module.

Access

To access Enrolments from the Sentral home screen:

- Select the menu icon () and choose Enrolments.
- Select  Setup and choose Enrolments Setup.

Manage year level progressions

Set up year level progressions

1. Select the menu icon (⋮) and choose Enrolments.
2. Select ⚙️ Setup and choose Setup Enrolments.
3. Select General in the left menu and choose Year Levels.

School Year	Code	School Year Progressing To	Census Year	Actions
≡ 7	07	8 ▾	Year 7 ▾	Edit Delete
≡ 8	08	9 ▾	Year 8 ▾	Edit Delete
≡ 9	09	10 ▾	Year 9 ▾	Edit Delete
≡ 10	10	11 ▾	Year 10 ▾	Edit Delete
≡ 11	11	12 ▾	Year 11 ▾	Edit Delete
≡ 12	12	- ▾	Year 12 ▾	Edit Delete

4. Under the School Year Progression To column:
 - a. For each year level, configure the progressing year level.
For example, the current year level of '7' should be configured to progress to the year level of '8'.
 - b. For year levels that are not progressing because they are the last year level, do not select an option in this column, leave the selection blank.
For example, Year 6 / Year 12 or a special school configured year level (i.e. Year 13) do not require a progressing year level configured.

Record student transition early (optional)

Use the information in this section to record the progression state of the student to display in the rollover interface. For details, see [mentioned later in the documentation].



Tip This functionality is mainly reserved for situations where a student's progression is known much earlier in the year prior to rollover time.

1. Select the menu icon (⋮) and choose Enrolments.
2. Use the search box on the menu bar to search for a student.
The student's enrolment screen displays.

Zachary Biddell (Enrolled - Active) ⋮

[← Process Student Departure](#) [⇄ Repeat/Transfer Student](#) [More ▾](#)

Student Code: STU_2_CHIS_STU000145

3. Select Repeat/Transfer Student.

Transfer/Repeat Student

This functionality can be used if the student is not following the standard school year progression at your school. This may be because they are being accelerated to a new year level, are repeating an earlier year level or are transitioning to a new campus. It will take effect when you perform the end of year rollover to create student records for the next academic period.

[Hide Progression Scenarios](#)

Scenario 1: The student is remaining at their current campus next year, but will repeat their current year level.

- Select current school from Target School dropdown
- Select the student's current year level from the Target Year Level dropdown
- Save

Scenario 2: The student is remaining at their current campus this year, but will be enrolled in a year level outside your standard year level progression.

- Select current school from Target School dropdown
- Select the year level the student should be enrolled in next year from the Target Year Level dropdown
- Save

Scenario 3: The student is moving to a different campus.

- Select the school the student will be attending next year from the Target School dropdown
- Select the year level in which the student should be enrolled at their new campus from the Target Year Level dropdown
- Save

Target School

Target Year Level

WARNING: If you do not select a specific year level when moving the student to a new campus, the student will be placed in the first available year level in their new campus.

NOTE: You do not need to use this functionality if the student is following your standard year level progression, or is transitioning to a your default transition campus because they have completed all available year levels at your school. Standard progression will be handled automatically by the Rollover Task.

Progression Forecast

Year Level	School	Academic Period
------------	--------	-----------------

4. In Transfer/Repeat Student:

- Review the scenarios described on-screen.
- Decide whether the student is repeating, transferring, or skipping year levels.
- Select the appropriate options for the target school and year level.
- Select Save.

Manage rollovers

Overview

Use the information in this section to commence bulk transitioning of students into their future state progression for 2024.

Select academic period

Select Academic Period

Review Year Level Allocation

Customise Student Allocation

Campus Allocation

Final Review

1. Select the menu icon (⋮) and choose Enrolment.
2. Select ⚙️ Setup and choose Setup Enrolments.
3. Select Tasks in the left menu and choose Rollover.

End Of Year Preparation

The End of Year process will migrate existing students to the academic period selected below.
Confirm the academic year which is ending and the new one that is commencing:

Current Academic Period: 2023 (01/01/2023 to 31/12/2023)

New Academic Period: ▼

4. In End of Year Preparation:
 - a. Confirm the academic period that is ending
 - b. Select the new one that is commencing.
 - c. Select Continue.

Review year level allocation

Select Academic Period

Review Year Level Allocation

Customise Student Allocation

Campus Allocation

Final Review

1. In Review Proposed School Year Transition:
 - a. Check to ensure the correct year levels are progressing.
The table view provides a quick outlook on how students at your school will be progressing for next year.
 - b. Remediate any years levels that are not progressing correctly.
For details, see [Manage year level progressions](#)
 - c. Select Continue.

Review Proposed School Year Transition

This page shows how many students will be transitioning to a new year level and what year level they are transitioning to. In this information looks incorrect please review your year levels [here](#) and make sure **School Year Progressing To** is set correctly.
The following transitions are currently setup to promote students:

Current Year Level		New Year Level	Students Transitioning
12	→	Exiting	66
	→	Exiting	3
11	→	Exiting	1
11	→	12	79

Customise student allocations

Select Academic Period

Review Year Level Allocation

Customise Student Allocation

Campus Allocation

Final Review

1. In Customise Student Allocations, next to Select Year Level to View Students, select an option from the list.

Customise Student Allocations			Select Year Level To View Students	Select ▼
Surname	First Name	Allocation		
Simpson	Dwight	Not Continuing		
McKay	Jamison	Not Continuing		

- View the students listed.
- Next to a student, under Allocation, specify if that student is progressing, not continuing, repeating or some other progression action.
- View the on-screen explanation for the progression option to confirm your understanding.

Customise Student Allocations (Year Level Pre-school) Select Year Level To View Students Select ▼

Before you commence rollover, ensure your year level progression has been set correctly under the Year Levels menu. If required for your school, ensure that the Default Transition School is set under the School Settings menu.

As part of the rollover process, you will be presented with the following options:

Promote Normally - This will move the student to the next available year level as defined by the 'School Year Progressing To' settings under the Year Levels menu. 'Normal' year level progression may be customised to suit your school's needs and should handle the majority of your students.

Repeat Year Level - This will create a record for the student in your next academic period, while keeping the student in their current year level. Used for students who are "repeating" their current year.

Not Continuing - This will not create a record for the student in your next academic period, and the student's departure will be processed. Used if the student is leaving your school and not transferring to another school available in your system.

Promote to Alternate School & Year Level - This will allow you to customise the progress of the student. The student may be transferred to a different school within your system, and/or moved to a year level that differs from your normal progression settings. Students may skip forward year levels or be placed in earlier year levels using this option.

Skip - The system has detected that the student has a future enrolment record for the next academic period (and no new enrolment record is to be created) or they already have a departure processed.




Leave of Absence (Progress) - This will progress the student to the next available year level but set the student continuing on as Leave of Absence.

Leave of Absence (Return) - This will progress the student to the next available year level but set the student as enrolled active.


Error - The system has detected that this student on will require some manual intervention by an user to fix up the student's enrolment situation before rollover can properly process the student. If left untouched, rollover will simply ignore the student and not make any modification to the student's enrolment data.

[Show Less](#)

- Check for errors and view for explanations provided.

3	Abbott	Laurianne	Error (Will skip)			
4	Abbott	Tremayne	Error (Will skip)			
5	Abernathy	Aglae	Error (Will skip)			

The student does not have a year level currently assigned and thus rollover cannot determine how to progress the student.

Certain allocations for students may be locked if the system detects an issue or the student has already had some progression action taken. This is accompanied by an information icon (). Move your cursor over the icon to view an explanation of the problem. For example, the student has no year level assigned so the system doesn't know how to perform the rollover.

- Select Save Student Allocations.
- Repeat the student allocations for every year level.
- Select Continue once you have reviewed all students in all year levels.



Note: It is possible to save the allocations and return at a future date if you cannot complete the rollover task in a single slot of time.

Assign a campus for a student (Optional)

Select Academic Period

Review Year Level Allocation

Customise Student Allocation

Campus Allocation

Final Review

Use the information in this section if your school assigns a campus for a student in Enrolments. This feature allows you to bulk assign students to their future campus.

1. In Campus Allocations, next to Select a Campus to allocate students, select the campus that needs to be assigned as the campus next year.

Campus Allocations — Campus A Select a Campus to allocate students Select ▾

Find Students Search

<input type="checkbox"/>	Student Name	Current School Year	Current Campus	Future Campus
<input checked="" type="checkbox"/>	Zulauf, Devan	Pre-school		
<input checked="" type="checkbox"/>	Zulauf, Damian	Pre-school		
<input checked="" type="checkbox"/>	Zieme, Emery	Pre-school		
<input checked="" type="checkbox"/>	Ziemann, Moses	Pre-school		
<input type="checkbox"/>	Ziemann, Linda	Pre-school		

<input type="checkbox"/>	Student Name	Current School Year	Current Campus	Future Campus
No students assigned to campus				

2. Next to Find Students, use the filters to search the current students that need to be assigned to the selected campus for the next year.
3. Select students, scroll to the bottom of the screen, and select Add to Campus.



Tip It's possible to continue to filter and select more students before selecting Allocate Students to Campus.

4. Repeat assigning students to their campus for next year as required.
5. Select Continue once you have completed all campus allocations for next year.

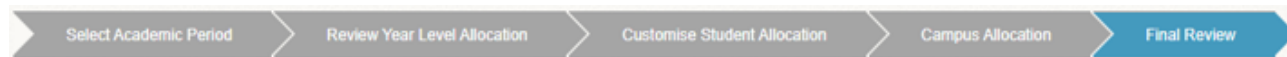
<input type="checkbox"/>	Altenwerth, Leola	Pre-school		
<input type="checkbox"/>	Altenwerth, Kitty	Pre-school		

Add to Campus »

« Remove from Campus

Allocate Students to Campus

Complete final review



Use the information in this section to review the students picked up via the rollover functionality and the progression action that will be taken.

1. In Final Review, review the enrolment records that will be created.
2. Under Unresolved issues, review the students who won't be rolled over.
The rollover cannot determine what to do with these students. If you proceed with the rollover, these students will be skipped.

Unresolved issues

The following students will not be rolled over because they are in a state that can't be automatically determined.

#	Student	Error
1	Batman	The student does not have a year level currently assigned and thus rollover cannot determine how to progress the student.
2	Loney Abbott	Cannot automatically determine student progression. Student is on Leave of Absence but there is no intended date of return and no end date provided.
3	Candice Abbott	The student does not have a year level currently assigned and thus rollover cannot determine how to progress the student.
4	Laurianne Abbott	The student does not have a year level currently assigned and thus rollover cannot determine how to progress the student.
5	Tremayne Abbott	The student does not have a year level currently assigned and thus rollover cannot determine how to progress the student.

3. Select the checkbox to acknowledge the students with issues will be skipped.


I understand the 415 students above will not be rolled over.

[← Back](#) [Apply Now](#)

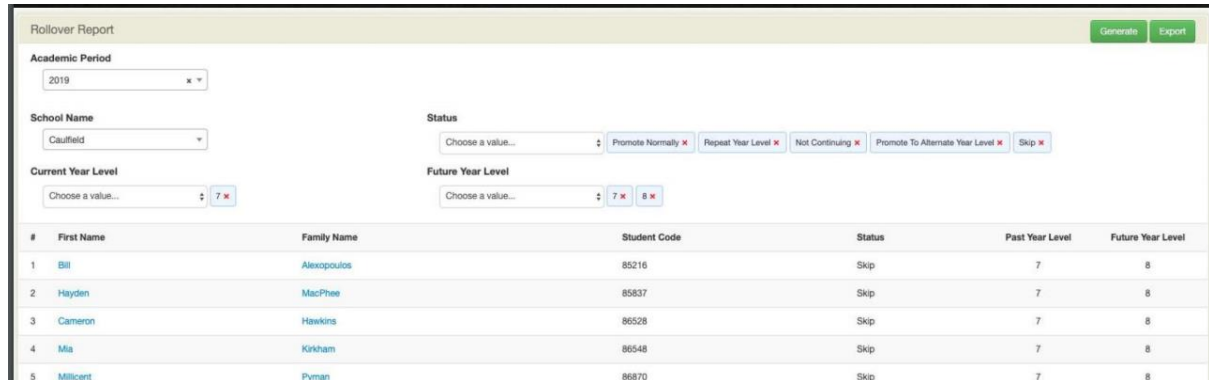
4. Select Apply Now to initiate the rollover action.

Manage Rollover Reports

Use the information in this section to generate a rollover report once the rollover has been completed by the system.

1. Select the menu icon () and choose Enrolment.
2. Select Exports in the left menu, select General and choose Rollover Report.

The report allows you to review past rollovers and what rollover action was taken by the system for students managed in past rollovers.



#	First Name	Family Name	Student Code	Status	Past Year Level	Future Year Level
1	Bill	Alexopoulos	85216	Skip	7	8
2	Hayden	MacPhee	85837	Skip	7	8
3	Cameron	Hawkins	86528	Skip	7	8
4	Mia	Kirkham	86548	Skip	7	8
5	Millicent	Pyman	86870	Skip	7	8

3. Review the rollover report.
4. Note down any student not actioned by the rollover.
5. Determine if you need to take manual action for those students depending on the situation with those students.

Understanding what happens post rollover

There are two parts to the rollover process:

- Part one: Rollover performed by Sentral
- Part two: Rollover performed by schools.

Rollover performed by Sentral

Rollover only creates new enrolments records in the new year for students. The Sentral system requires an internal rollover to occur, and this is performed in January.



Warning: Until the Sentral system rollover occurs in January, do not perform importing of 2024 data into Sentral Core e.g. 2024 timetable data.



Note: The Enrolments data sync is the exception and will continue to work without any issues.

Rollover performed by schools

Once you complete the rollover, create the new year's roll classes in Enrolments and then place the students in their new 2024 roll classes. This should be done before students commence for 2024.