

Enrolments Rollover for 2024-2025

December, 2024

Contents

Introduction	3
Overview	3
Scope	3
Disclaimer	3
Permissions	3
Access	3
Manage year level progressions	4
Set up year level progressions	4
Record student transition early (optional)	5
Overview	5
Steps	5
Manage rollovers	6
Overview	6
Select academic period	6
Review year level allocation	6
Customise student allocations	7
Assign a campus for a student (Optional)	8
Overview	8
Steps	8
Complete final review	9
Overview	9
Steps	9
Manage rollover reports	10
Overview	10
Steps	10
Understanding what happens post rollover	11
Overview	11
Internal rollover performed by Sentral	11
Student roll assignments	11

Introduction

Overview

Many of our schools start the process of transitioning students, staff, year levels, households and roll classes for 2025 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.



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.



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)


Overview

Use the information in this section to record the progression state of the student to display in the rollover interface.

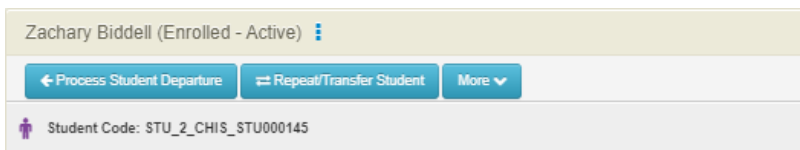


Tip: This functionality is mainly reserved for situations where a student's progression is known much earlier in the year prior to rollover time.

Steps

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.



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
------------	--------	-----------------

Save

Cancel

4. In Transfer/Repeat Student:
 - a. Review the scenarios described on-screen.
 - b. Decide whether the student is repeating, transferring, or skipping year levels.
 - c. Select the appropriate options for the target school and year level.
 - d. Select Save.



Manage rollovers

Overview

Use the information in this section to commence bulk transitioning of students into their future state progression for 2025.

Select academic period

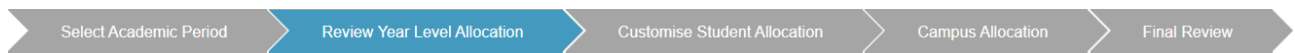


1. Select the menu icon  and choose **Enrolment**.
2. Select Setup  and choose **Setup Enrolments**.
3. Select Tasks in the left menu and choose **Rollover**.

The screenshot shows a form titled 'End Of Year Preparation'. It contains a light blue box with instructions: '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:'. Below this, there are two rows. The first row is 'Current Academic Period:' with a value of '2023 (01/01/2023 to 31/12/2023)' and a file size of '5,591 KB'. The second row is 'New Academic Period:' with a dropdown menu showing '2024 (29/01/2024 to 20/12/2024)'. A green 'Continue' button is at the bottom right.

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



1. In Review Proposed School Year Transition, 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.
2. Remediate any years levels that are not progressing correctly. For details, see ["Manage year level progressions" on page 4.](#)
3. Select Continue.

The screenshot shows a table titled 'Review Proposed School Year Transition' with a 'Recalculate Student Transitions' button. Below the table is a note: '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:'. The table has three columns: 'Current Year Level', 'New Year Level', and 'Students Transitioning'.

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		

2. View the students listed.
3. Next to a student, under **Allocation**, specify if that student is progressing, not continuing, repeating or some other progression action.
4. 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 (Returns) - 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 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](#)

5. Check for errors and view the 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.



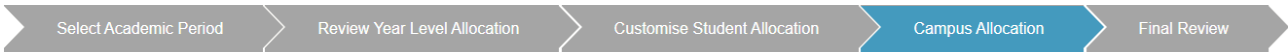
Example: The student has no year level assigned so the system doesn't know how to perform the rollover.

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



Tip: 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)



Overview


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.

Steps

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.

The screenshot shows the 'Campus Allocations — Campus A' interface. At the top right, there is a dropdown menu 'Select a Campus to allocate students' with a 'Select' button. Below this is a 'Find Students' section with a 'Current School Year' dropdown set to 'Pre-school: Pre-school' and a 'Search' button. A table lists students with checkboxes in the first column and columns for 'Student Name', 'Current School Year', 'Current Campus', and 'Future Campus'. The table contains five rows: Zulauf, Devan; Zulauf, Damian; Zieme, Emery; Ziemann, Moses; and Ziemann, Linda. The first four rows have their checkboxes checked. Below the table, a message states 'No students assigned to campus'.

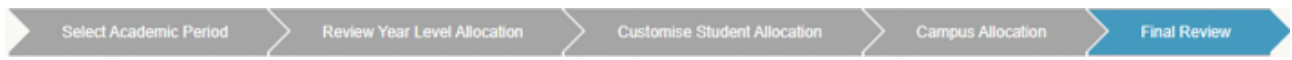
2. Next to **Find Students**, use the filters to search the current students that need to be assigned to the selected campus for the next year.

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

3. Select students, scroll to the bottom of the screen, and select Add 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.

The screenshot shows the bottom of the interface with a table containing two rows: Altenwerth, Leola and Altenwerth, Kitty, both with 'Pre-school' in the 'Current School Year' column. Below the table are three buttons: a green 'Add to Campus' button with a right arrow, a red 'Remove from Campus' button with a left arrow, and a blue 'Allocate Students to Campus' button.

Complete final review



Overview

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

Steps

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

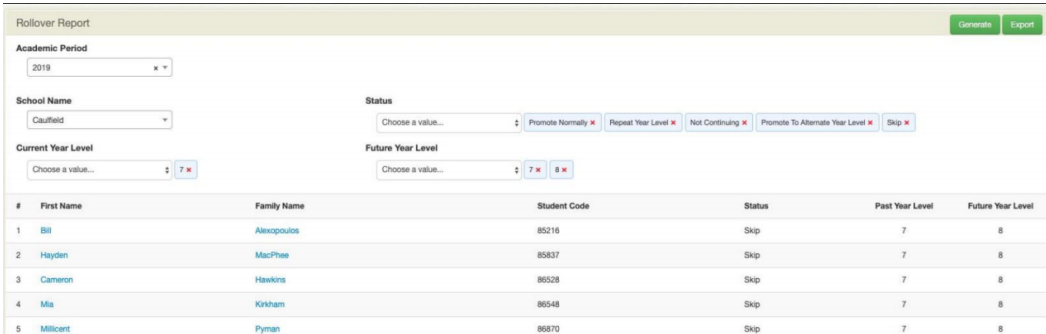
Overview

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

Steps

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.



The screenshot shows the 'Rollover Report' interface. It includes filters for Academic Period (2019), School Name (Caulfield), Current Year Level (7), and Future Year Level (7, 8). The Status filter is set to 'Skip'. The table below lists five students with their details and rollover actions.

#	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	Milcent	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

Overview

There are two tasks that need to happen after your Enrolments rollover has been completed:

- Task one: Internal rollover performed by Sentral
- Task two: Student roll class assignment performed by your school.

Internal rollover performed by Sentral

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



Warning: Until the internal rollover occurs in January, do not perform importing of 2025 data into Sentral Core. For example, 2025 timetable data.



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

Student roll assignments

Once you complete the Enrolments rollover, you can create the new year's roll classes in Enrolments, and then place the students in their new 2025 roll classes.



Tip: We recommend doing this before students commence for 2025 - either before or after the internal rollover has been completed by Sentral.