

SAS[®]Ixp[™] New Year Rollover Local Processing User's Guide

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New Year Rollover Local Processing



New Year Rollover Local Processing

Use this document as a checklist for creating and setting up the files for the new school year.

Complete all steps in the current school year, unless otherwise stated in the step.



New Year Rollover Considerations

- The non-student files must be run before the student files and must not be run for a given school year and school after an Update Student Files process has been run. This is because when the Create Non-Student Files is run, it copies the current year's Sequence Control file (ASCF) and 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.
- NCS Pearson recommends you update all Next IDs in the Next ID atom in the new school year before and after doing additional rollovers. If this is not done, rollover may be unsuccessful.
- New Year Rollover, for the student files, can be run as many times as needed. NCS Pearson recommends you do a complete backup of the new year school files before repeating this process. Each time New Year Rollover is run it updates the ASTU, AENR, and ASAH files and make any demographic changes (addresses, telephone numbers, and so on.). A new option set can be added to just update the demographics for ASTU and AENR. Changes to demographics of existing students should only be made to the current school year.
- The student files for the destination/home school must be rolled over before a feeder school can be rolled over.
- Do a complete backup of all files in the new year before processing the option set for the feeder schools. Feeder schools are schools where the students in the highest grade level are transferring to another school.
- The feeder schools must be on the same version and have the same file definitions as the destination/home school.
- When restoring the feeder schools' data, do a manual restore to place their files into a separate folder. Copy only the qualified files into the SASIxp datafile that will be rolled over. There must be a Table file (ATBL) and a Sequence Control file (ASCF) for each feeder school for the current year. Therefore, be sure to copy these files also.
- When creating the option set for the feeder schools click in the Assign New column if the district does not use unique permanent ID numbers for each school site. This will assign the feeder students new permanent ID numbers in the destination school. If this option set is re-run, this column will have to be re-selected. It is not saved with the other information.
- If using Schedule Pro, Student Groups (ASGR) and Student PAR's (APTR) must be rolled over.



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- After starting the course request input in the new year, do not rollover the files associated with scheduling (ASSS, ASMS, ASMT, ASOP, ASSD, ASST, ASSX, ASMA, ASSL, ASSO). If using Schedule Pro and scheduling has begun, do not rollover the AARS and ACTR on additional rollovers.
- Files that do not need to be in the new year until that school year begins should not be rolled over until the end of the current school year (ADIS, AHLT, AIMM, and so on).
- When selecting the files to process, it is not recommended to select the Add All button. It is not necessary to create files your school does not use.
- For information to be copied from the previous year, the Locker file (ALKR) must be selected as a file to process in the option set to be run for Non-Student files.
- For information to be copied from the previous year, the Parent/Guardian file (APRN) and the Locker Assignment file (ALKA) must be selected as files to process in the first option set to be run for Student files.
- Verify all grade levels and promote to grade levels are correct in the School atom (System Setup folder).
- The Table file (ATBL) and the Sequence Control file (ASCF) are created automatically when running the Create Non-Student option of New Year Rollover. The Enrollment file (AENR), the Student file (ASTU) and the Schools Attended History file (ASAH) are created automatically when running the Update Student file option of the New Year Rollover.
- The Schools Attended History file (ASAH) will automatically be created when doing the rollover provided an ASAH file exists for the current school year. The data in the current file will be transferred to the new year. However, there will be no new data added to this file during the rollover process. Data is added to this during the Update Course History process.



New Year Rollover Local Processing

System Setup

Step	Task
<input type="checkbox"/> 1.	<p>Locate the School atom in the System Setup module.</p> <ul style="list-style-type: none"> • Verify the Grade Levels Taught are correct. • Verify the Promote Grade Level To are correct. <p>Note: The highest grade level will not have a Promote Grade Level To filled in.</p>
<input type="checkbox"/> 2.	<p>Locate the Student atom in the Student Info module.</p> <p>When retaining a student, enter the retention grade in the Next Grade Level field, which is located on the Page 2 tab.</p>
<input type="checkbox"/> 3.	<p>Locate the Next ID atom in the System Setup module.</p> <ul style="list-style-type: none"> • Verify ANYC (New Year Control) and ANYR (New Year Rollover) are in the Next ID atom and the Next Number equals at least "1". The number will depend on how many option sets are defined in the New Year Rollover atom. • Locate the Next ID on the menu bar, and select Update All Next ID's. This updates all ID's to ensure they will not be duplicated in the process.
<input type="checkbox"/> 4.	<p>Locate the Create New Files atom in the File Management module.</p> <p>Verify the existence of the ANYC and ANYR files. If creating new option sets for the new year, re-create ANYC and ANYR files.</p> <ul style="list-style-type: none"> • ANYC (New Year Control) = stores the option sets • ANYR (New Year Rollover) = actual atom



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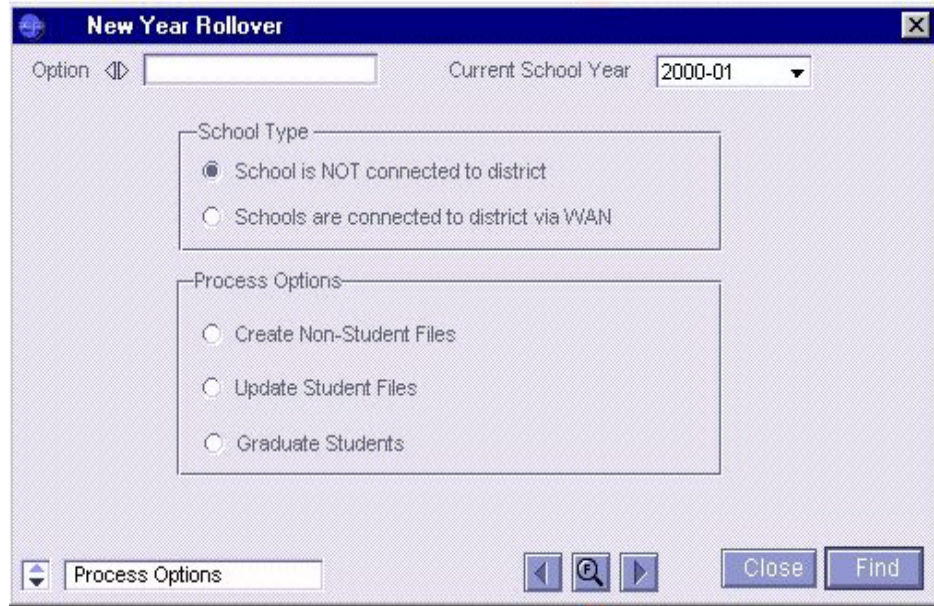
<i>Step</i>	<i>Task</i>
<input type="checkbox"/> 5.	<p>The License File contains all files you use to run the SASIxp software.</p> <ul style="list-style-type: none"> Some files need to be created, but no data is to be copied from last year – for example, AATC, AATP. Some data will need to be copied from last year – for example, AIMM, AEMG. Which files to copy data from last year is a site choice – for example ADIS, AHLT. Query the License file. An “X” in the CreateNew field will create a blank file. The previous year's data will not be rolled over. Use query statement: Display ALIC fileCode Descript CreateNew To change a file to bring over the previous year's data run the following query statement (XXXX = the file to change): Change ALIC CreateNew to “ “ if FileCode = XXXX To change a file to create a blank file for the new year run the following query statement (XXXX = the file to change): Change ALIC CreateNew to “X” if FileCode = XXXX Some file codes have no record in the ALIC file. If these files are selected in an option set, the data will be copied to the next year as if they had a record in the ALIC and the CreateNew field was blank.



New Year Rollover Local Processing

Option Set Non-Student Files

An Option Set is a selection of a schools and a set of files to create or copy to a new year or school



Step	Task
<p><input type="checkbox"/> 1.</p>	<p>Locate the New Year Rollover atom in the File Management module.</p> <ul style="list-style-type: none"> • Open the New Year Rollover atom. • Locate Data option on the menu bar, select the Add Option Set. • In the Option field, add the process title. <p>Note: Example, Non-Student xx/xx/xx, (xx/xx/xx = the date the process is run).</p> <ul style="list-style-type: none"> • In the Current School Year field, select the current school year. • In the School Type section, select School is NOT Connected to District. • In the Process Options section, select the Create Non-Student Files. • Click Save.



New Year Rollover Local Processing

<i>Step</i>	<i>Task</i>
<input type="checkbox"/> 2.	<p>Create Non-Student Files Pages.</p> <ul style="list-style-type: none"> ● Select Create Non-Student Files from the Page Selection field. ● In the Selected Schools to Process matrix, click on the fast access arrow to Select Schools. ● Select the Destination/Home school by double-clicking and then click the Done button. (The Destination/Home school is the site where New Year Rollover is being processed.) ● In the Selected Non-Student Files matrix, click on the fast access arrow to Select Files. ● Select the file codes to be processed (copied or created) by double-clicking and then click the Done button. ● Click Save.



Option Set Student Files

Step	Task
<input type="checkbox"/> 1.	<p>Process Options Page - New Year Rollover atom</p> <ul style="list-style-type: none"> • Open the New Year Rollover atom. • Locate Data on the menu bar and select Add Option Set. • In the Option field add the process title. <p>Note: Example, Student Files xx/xx/xx, (xx/xx/xx = the date the process is to run.)</p> <ul style="list-style-type: none"> • In the Current School Year field, select the current school year. • In the School Type section, select School is NOT Connected to District. • In the Process Options section, select the Update Student Files. • Click Save.
<input type="checkbox"/> 2.	<p>Update Student Files screen.</p> <ul style="list-style-type: none"> • Select Update Student Files from the Page Selection field. • In the Selected Schools to Process matrix, click on the fast access arrow to select schools. • Select the Destination/Home school, and then click Done. • Type the first apportionment date for the new school year in the Effective Date, select the appropriate Enter Code, and select the same code for the Transfer Code. Leave the Assign New Numbers field blank to keep the current Perm ID's. • In the Selected Student Related Files matrix, click the fast access arrow to select files. • Select the file codes to create or copy, by double clicking and click Done. • Remove the "X" in the Transfer column for all files. <p>Note: The "X" should remain in the Promote column.</p> <ul style="list-style-type: none"> • Click Save.



New Year Rollover Local Processing

Processing the Option Sets

Process all option sets in the Destination/Home School. You must have exclusive use of the SASIxp educational software to process the option sets.

Step	Task
<input type="checkbox"/> 1.	<p>Processing Non-Student Files - this option set must be run before the Student Files.</p> <ul style="list-style-type: none"> Return to the option set created for the Non-Student Files, possibly titled "Non-Student xx/xx/xx". From New Year Rollover on the menu bar, select Run. <p>Note: This process may take several minutes to complete.</p>
<input type="checkbox"/> 2.	<p>Updating Next ID's in the New Year</p> <ul style="list-style-type: none"> Go to the new school year. Open the Next ID atom. From the Next ID pull-down menu, select Update All Next ID's. Go back to the current school year.
<input type="checkbox"/> 3.	<p>Processing Student files.</p> <ul style="list-style-type: none"> Return to the option set you create for the Student Files. The title of the file is "Student Files xx/xx/xx". Locate New Year Rollover on the menu bar, select the Run option. <p>Note: This process may take several minutes to complete.</p>



New Year Rollover Local Processing

Step	Task
<input type="checkbox"/> 4.	<p>The New Year log.</p> <ul style="list-style-type: none"> The message "Please review NEWYEAR.LOG" displays. <p>Note: This message displays regardless if the process was successful.</p> <ul style="list-style-type: none"> Locate the log in the Datafile folder in the SASIxp folder. Review the log. Print to make the review process easier. <p>Note: Each time the New Year Rollover option set runs, the new log writes over the previous log.</p>

Feeder School Responsibilities

The feeder schools can be rolled over at anytime after the destination/ Home school has been rolled over. Feeder schools are the schools where the students in the highest grade level are transferring to another school.

Step	Task
<input type="checkbox"/> 1.	<p>Open the Student atom.</p> <ul style="list-style-type: none"> The Next School field for the students in the highest grade level must have the school number of the destination school. If there are students who will be transferring to the destination school who are not in the highest grade level, the Next School field has the school number of the destination school and the Next Grade level has the grade level the students will be in for the new year.
<input type="checkbox"/> 2.	<p>The Feeder School backup.</p> <ul style="list-style-type: none"> The feeder school must be on the same version and have the same file definitions as the destination school. Locate and open the Backup/Restore atom in the File Management folder. Click Select All to create a complete backup of all files.



Restoring Feeder School Data at the Destination School

Step	Task
<input type="checkbox"/> 1.	<ul style="list-style-type: none"> • Locate and open the Backup/Restore atom in the File Management folder. • Select the qualified files to be restored. • Restore the ATBL and ASCF files to rollover the feeder students. • Do a manual restore in order to have all files restored into a separate folder. Copy the qualified files from this folder into the datafile. • If the feeder schools are not in School File, add them with the appropriate school numbers.

Feeder School Option Set

Step	Task
<input type="checkbox"/> 1.	<p>Process the Options Page in the New Year Rollover atom.</p> <ul style="list-style-type: none"> • Open the New Year Rollover atom. • From Data on the menu bar, select Add Option Set. • In the Option field, add the process title. <p>Note: Example, Feeder School xx/xx/xx (xx/xx/xx = the date the process is run).</p> <ul style="list-style-type: none"> • In the Current School Year field, select the current school year. • In the School Type section, select School is NOT Connected to District. • In the Process Options section, select the Update Student Files. • Click Save.



New Year Rollover Local Processing

Step	Task
<input type="checkbox"/> 2.	<p>Update the Student Files screen.</p> <ul style="list-style-type: none"> From the Page Selection field, select the Update Student files option. In the Selected Schools to Process matrix, click the fast access arrow to select schools. Select the Feeder school by double clicking the school, and Click Done. Complete the following: <p>Enter the first apportionment date for the new school year in the Effective Date field.</p> <p>Select the appropriate Enter Code.</p> <p>Select the same code for the Transfer Code.</p> <p>Leave the Assign New Numbers field blank to keep the current Perm ID's.</p> In the Selected Student Related files matrix, click the fast access arrow to select files. Select the file codes to process by double clicking them, and then click Done. Remove the "X" in the Promote column for all files. <p>Note: The "X" should remain in the Transfer column.</p> <ul style="list-style-type: none"> Click Save.
<input type="checkbox"/> 3.	<p>Update the Next ID's in the New Year</p> <ul style="list-style-type: none"> Open the new school year. Open the Next ID atom. From the Next ID pull-down menu, select Update All Next ID's. Open the current school year.
<input type="checkbox"/> 4.	<ul style="list-style-type: none"> Open the Backup/Restore atom. Click Select All to have a complete backup of all files. Complete the backup process.



New Year Rollover Local Processing

Step	Task
<input type="checkbox"/> 5.	<p>Processing the Feeder School Option Set</p> <ul style="list-style-type: none"> From the New Year Rollover pull-down menu, select Run. Be patient, the process may take several minutes to complete.
<input type="checkbox"/> 6.	<p>NewYear.log</p> <ul style="list-style-type: none"> The <code>Please review NEWYEAR.LOG</code> message will display if the process was successful or not. the log is in the Datafile folder located in the SASIxp folder. Print the .log file for review each time you run the New Year Rollover process, because it will be written over when running the next New Year Rollover.

Option Set Update Course History

This option set should be run after the last marks have been transferred to Course History in the current school year. This process of New Year Rollover for Update Course History Only and Graduate Students should run at the end of the current school year.

This option set will not update the Schools Attended History (ASAH) file. Secondary schools will use the Update Course History atom to update the ASAH data files in the Schools Attended atom.

Step	Task
<input type="checkbox"/> 1.	<ul style="list-style-type: none"> Open the new school year. Open the Backup/Restore atom. Select Show All File Names, and click ACHS (Course History) and ACHN (Course History Narrative). Open the current school year.



New Year Rollover Local Processing

Step	Task
<input type="checkbox"/> 2.	<p>Process Options Page - New Year Rollover atom.</p> <ul style="list-style-type: none"> • Launch the New Year Rollover atom. • From Data pull-down menu, select Add Option Set. • In the Option field, add the process title. For example, Course Hist xx/xx/xx (xx/xx/xx = the date the process is run). • In the Current School Year field, select the current school year. • In the School Type section, select School is NOT Connected to District option button. • In the Process Options section, select the Update Student files option button. • Click Save.
<input type="checkbox"/> 3.	<p>Update Student files Page.</p> <ul style="list-style-type: none"> • Select Update Student files from the Page Selection field. • Select Update Course History and Update Course History Comments check boxes. <p>Note: If narrative comments are not kept in the Course History file, you do not have to select Update Course History Comments.</p> <ul style="list-style-type: none"> • In the Selected Schools to Process matrix, click the fast access arrow to select schools. • Select the Destination/Home school by double clicking, and then click Done. • Click Save. <p>Note: It is not necessary to fill in the effective date, enter code or transfer code for this option set.</p>



New Year Rollover Local Processing

<i>Step</i>	<i>Task</i>
<input type="checkbox"/> 4.	<p>Processing Student Files</p> <ul style="list-style-type: none"> Return to the option set created for the Student files. For example, Course History XXXX. From the New Year Rollover pull-down menu, select Run. <p>Note: This process may take several minutes to complete.</p>
<input type="checkbox"/> 5.	<p>NewYear.log</p> <ul style="list-style-type: none"> The Please review NEWYEAR.LOG message will display if the process was successful or not. The log is in the Datafile folder located in the SASIxp folder. Print the .log file for review each time you run the New Year Rollover process, because it will be written over when running the next New Year Rollover.



New Year Rollover Local Processing

Option Set Graduate Students

Run this option set after the current year has ended and all students who are being retained have had their grade level changed. This process puts the graduation date in the **Grad Date** field in the Student atom for all students who are in the highest grade level. This date prints on the transcript as the graduation date.

Step	Task
<input type="checkbox"/> 1.	<p>Process Options Page in the New Year Rollover atom.</p> <ul style="list-style-type: none"> • Open the New Year Rollover atom. • From Data on the menu bar, select Add Option Set. • In the Option field add the process title. <p>Note: Example, Graduate xx/xx/xx (xx/xx/xx = the date the process is run).</p> <ul style="list-style-type: none"> • In the Current School Year field, select the current school year. • In the School Type section, select School is NOT Connected to District. • In the Process Options section, select the Graduate Students. • Click Save.
<input type="checkbox"/> 2.	<p>Graduate Students Page.</p> <ul style="list-style-type: none"> • Select Graduate Students from the Page Selection field. • Click on the fast access arrow to select schools. • Select the Destination/Home School by double-clicking and click Done. • Type the graduation date in the Graduation Date field. • Click Save.



New Year Rollover Local Processing

<i>Step</i>	<i>Task</i>
<input type="checkbox"/> 3.	<p>Processing Graduation Students.</p> <ul style="list-style-type: none">• Return to the option set created for the Graduate Students, titled "Graduate xx/xx/xx".• From New Year Rollover on the menu bar, select Run. <p>Note: This may take several minutes to complete the process.</p>

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Files to Process

The values in the **CreateNew** column are the defaults in the License file (ALIC).

An 'X' in the **Create New Flag** column indicates the file is blank when the file rolls. A blank in the **Create New Flag** column indicates data copies from the previous year, when the file rolls over.

Use the Query atom to modify these files as necessary.



Files to Process

Files

<i>Non-Student Files</i>	<i>Create New Flag</i>	<i>Student Files</i>	<i>Create New Flag</i>
Elementary Without Schedules			
AATC – Calendar	X	AATD – Daily Attendance	X
AATO – Attendance Options	X	AEMG – Emergency	
AATR – Attendance Reasons		AHLN – Home Language	
ADVA – Vaccination Descriptions		AHLT – Health	
AEPD – Enrollment Process Def.		AIMM – Immunization Vaccinations	
ASH3 – User Reports		AMED – Medical	
ATCH – Teacher		APRN – Parent/Guardian	
		ASCR – Medical Screening Info	
		ASGR – Student Groups	
Elementary With Schedules - process all previous files in addition to these.			
ACRS – Course		ACLH – Class History	X
AMST – Master Schedule		ACLS – Class Schedule	X
ATCD – Teacher Course Def.			
Secondary School - process all previous files in addition to these.			
AGCD – Grading Control Definition		AATP – Period Attendance	
AGCL – Grading Control		ACET – College Entrance	
AGCM – Grade Comments		ACHN – Course History Narrative	
AGCR – Credit Definition File		ACHS – Course History	
AGDF – Grade Reporting Definition		AGRD – Grade Reporting	X



Files to Process

<i>Non-Student Files</i>	<i>Create New Flag</i>	<i>Student Files</i>	<i>Create New Flag</i>
AGED – Eligibility Definition		AGRH – Grade Reporting History	X
AGHD – Honor Roll Definition		AGRL – Grade Reporting Detail	X
AGMK – Marks Definition		AHRT – Temporary Honor Roll Def	
AGPA – GPA Definition		ASSS – Student Course Requests	X
AGPL – GPA Definition Detail		ALKA – Locker Assignment	
AGRP – Grade Reporting Periods	X	ASGR – Student Groups	
AGRA – Grade Rpt Additional Attend	X		
ALKR – Locker			
AREQ – Graduation Requirements			
ARTD – Repeat Tag Definition			
ASMA – Scheduling Mass Assign			
ASMS – Scheduling Master Schedule			
ASMT – Seat Totals	X		
ASOP – Scheduling Options			
ASSD – Scheduling Control Definition			
ASSL – Scheduling Control			
ASSO – Course Request Options			
ASST – Seat Totals			
ASSX – Course Request Cross Ref			
ATDF – Transcript Definition			
Optional Files			
AADD – Discipline Descriptions		ACNF – Conference	



Files to Process

<i>Non-Student Files</i>	<i>Create New Flag</i>	<i>Student Files</i>	<i>Create New Flag</i>
AADR – Name and Address		ADIS – Discipline	
AATB – Attendance Bell Schedules		AFEE – Fees	
ACNR – Conference Description		AGAD – Gate	X
ACPR – Classroom Preference	X	ANOT – Notes	X
ADMS – Message Description		APMT – Payments	
AFID – Fee Definition		APRF – Proficiency Test Scoring	
ALSE – Student Entry Definition		APRG – Progress Reporting	X
ALSL – Student Entry Def Line		ASPE – Special Education	
APCD – Progress Control Definition		ASRD – Student Recognition Detail	
APCL – Progress Control		ASRM – Student Recognition Master	
APRD – Proficiency Testing Definition		ASTR – Standardized Test Response	
AROT – Period Rotation/Sched Cycle		ASTS – Standardized Test Scoring	X
ASEA – Seating	X	AVOC – Vocation Education	
ASTA – Standardized Test Admin	X		
ASTC – Standardized Test Controls	X		
Schedule Pro Files			
AARS – Section Restr/Alloc			
ACLR – Course Link Relation			
ACRA – Course Room Allocation			
ACTA – Course Teacher Allocation			
ACTR – Course Restriction & Allocation			



Files to Process

<i>Non-Student Files</i>	<i>Create New Flag</i>	<i>Student Files</i>	<i>Create New Flag</i>
ADUR – Duration Starting Term			
AGSS – Global Scheduling Specs			
AGTR – Global Time Restrict/ Allocation			
AMDP – Meeting Day Patterns			
APTR – Student Par’s			
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 & Allocation			
ASCS – Student Scheduling Status			
ASGR – Student Groups			
ASIM – Simulation Options			
ASLR – Section Load Restriction			
ATTR – Teacher Restrictions & Allocation			

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