How To Perform Rollover To A New Academic Year In CrownSIS

Rollover is the process of moving your school data from the current academic year to the next in CrownSIS. Once a rollover is complete, students can be promoted to the next grade, retained if necessary, and all essential school information—like users, courses, attendance codes, calendars, and settings—is copied to the new school year.

When the current school year is nearing its end, you will receive a message on the CrownSIS homepage stating: **"Rollover Required"**.

> ⚠ **Important:** Rollover is **irreversible** and should only be performed by the **Super administrator**. Please make sure all prerequisites are verified before proceeding.

? Pre-Rollover Checklist (New Feature)

Before performing the rollover, CrownSIS now displays a **Pre-Rollover Checklist** to guide you through two critical prerequisites:

1. **Grade Level Progression**
   Ensure all grade levels have the **"Next Grade"** defined, except the final grade in the school.
2. **Student Enrollment Status**
   All continuing students must have their **"Next Grade at Current School"** option set.

To verify these, click on the **Review Grade Level Settings** and **Check Student Enrollment Records** buttons directly on the Rollover screen. Once you've confirmed that both are in order, check the box labeled:

> _"I have verified all settings above before proceeding."
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This acknowledgment is mandatory before continuing with the rollover.

? How to Rollover Your School Data

Once the checklist is verified:

1. Go to **Tools** > **Rollover**.
2. Enter the **Student Re-enrollment Date** — typically the first day of the new school year. This is when students will become active for attendance.
3. Fill in the **Begin and End Dates** for the academic year and the marking periods (e.g., Semesters and Quarters). If you had them defined in the current year, the system will show the same periods for the next year—you'll just need to input the dates.
4. Click **Rollover** to begin the process.

After rollover, **log out and log back in** to view and work in the new academic year.

? What Rolls Over and What Doesn't

✔ Rolls Over:

- Users (Staff, Students, Parents)
- Courses
- Attendance Codes
- School Settings and Calendars
- Grade Level Setup and other master configurations

** Does Not Roll Over:**

- Course Sections
- Teacher and Student Schedules

> Course sections and schedules depend on room and teacher availability for the new year. These must be set up again from scratch in the new school year.

? Can You Perform a Premature Rollover?

Yes. CrownSIS allows you to do a **premature rollover** —before the current school year officially ends. This is useful for planning purposes. Once done, you can switch back to the current school year from the year switcher and continue daily operations as usual.

You can set up schedules, assign teachers and students to new course sections, and get ready in advance—without interrupting your ongoing school operations.

If you need further assistance, contact our support team or visit https://CrownSIS.com.

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