New School Year Rollover Checklist for the Student Locator (SSID) Agent for LEAs

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**Part A. Verify Correct School Year Info**

☐ 1. Open the SSID SIF Agent console
☐ 2. Verify the agent is operating on the new school year
   i. Click on your Zone Name (e.g. LEA_XXXX0000)
   ii. Select the School Year tab
   iii. If School Year shows the correct year range for the upcoming school year, click Close, then proceed to Part B
   iv. If School Year does NOT show the correct year range for the upcoming school year, uncheck the Use Defaults box. Select the correct school year. (Nothing will move until the State’s school year and the district’s school year are the same.)

**Part B. Get New Year Student Data via Synchronization**

☐ 1. Click on Unsyncronize under the Zone Actions heading on the left hand side
☐ 2. Select the Box next to your Zone (e.g. LEA_99990000)
☐ 3. Click Unsyncronize found below the words “Choose the zones below...”
☐ 4. Follow directions until this process is finished.
☐ 5. Click Synchronize under the Zone Actions heading on the left hand side
☐ 6. Click Start New Synchronization
☐ 7. Click Next in the lower right hand corner
☐ 8. Select the Box next to your Zone (e.g. LEA_99990000)
☐ 9. Follow directions until process is finished
☐ 10. __ Complete process for manually obtaining SSIDs

Check users and notification for changes within your district.