

SIF School Year (NYR) Transaction Checklist

Preparing to Start a New School Year with SIF

By following these Simple, Important and Fast steps, you should see a successful SIF School Year Transition.

End of School Year

Last day of School: _____

<input checked="" type="checkbox"/>	Step	Action
<input type="checkbox"/>	SIS SIF Agent	SHUT DOWN the Providing SIS SIF Agent the Agent.
<input type="checkbox"/>	Subscribing SIF Agents	SHUT DOWN each Subscribing Horizontal SIF Agent.
<input type="checkbox"/>	Services	DISABLE services related to the SIF agents for the summer
<input type="checkbox"/>	Summer School	Agents can remain off during summer school. VERIFY with your SIF provider if you have a need to keep things running through the Summer months.

Start of School Year

First day of School: _____

<input checked="" type="checkbox"/>	Step	Action
<input type="checkbox"/>	SIS Start up	The SIS should be now running under the new school year.
<input type="checkbox"/>	SIF Agent Start up	Starting with the Providing SIS SIF Agent and then each Subscribing Horizontal SIF Agent, START UP the SERVICES and START UP the agents. CONFIGURE each agent to the NEW SCHOOL YEAR. CHECK the New Year Rollover documentation for each Agent.
<input type="checkbox"/>	Synchronize Subscribing SIF Agents	Most SIF Agents require a SYNCHRONIZE of the data with each new school year against the data in the Providing SIS SIF Agent. Proceed with caution and ensure that all agents have been setup with the CORRECT SCHOOL YEAR.
<input type="checkbox"/>	Student Locator	Perform an UNSYNCHRONIZE with the Student Locator. Once completed, VERIFY School Year, SYNCHRONIZE students. This enables SLF to continue assigning State IDs for each student.
<input type="checkbox"/>	Contact Pearson Data Solutions	Please NOTIFY us at datasolutionssupport@pearson.com after completion of your SIF transition into the new school year.

- If stuck while completing checklist, contact Pearson Data Solutions Support at datasolutionssupport@pearson.com or 877-790-1261 option 2.
- Or contract with Pearson to complete your SIF School Year Transition. Contact Pearson at 877-790-1261 option 1.