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## Student Grade Level Advancement



Looking for information on **Mass Enrollment Rollovers and Matriculations**? [Click Here](#).

### Manual Advancement

Student grade levels can be advanced manually by going into each student's enrollment page

You must end the current enrollment with a state exit code of E490: Summer or Intersession exit. Then start a new enrollment with the new grade level and new date. The old enrollment can end the last day of school for the school year that just closed and be re-enrolled the next day. Any two dates can be chosen. It's best to NOT leave a gap in student enrollment dates.

### Ending old Enrollment

- Step 1. Open student by searching in right upper hand corner OR show student list under Admin»Student Info» Show Student List

The screenshot shows the SIS interface with a search bar at the top right containing 'Ludlow'. Below the search bar is a table of student records. The first record is for student #1, Ludlow, Tristian, with Local ID 78929, Grade 10, and a current enrollment record. A blue arrow points to the 'Enr' (Enrollment) tab in the 'Student Tabs' section. Below the table, there is a 'Jump To' section with links for 'Reg', 'Enr', 'Tchr', 'Trscpt', and 'Test'.

#	St #	Lcl ID	Grd	Name	City	Trck	Education Program	Primary Class Offering	E-mail	Started	Finished	Teacher	Reg	Enr	Tchr	Trscpt	Test
1		78929	10	Ludlow, Tristian	Portola	A	Independent Study	Classroom Based - 9-12		11/09/2015	Current	Higgins, Marianna					

- Step 2. Click on Enr  
This student has two enrollment records. One of them is not current- it has ended.
  - Inactive enrollment show in gray.
  - The green enrollment record is the current enrollment for attendance.
- Step 3. Click on Edit for current enrollment

**Student Enrollment**

Add student picture: **Tristan Ludlow**  
 13 Sierra St, Portola, CA 96122

Grade: 10  
 Age: 16  
 Enroll Start: 11/09/2015

Local ID: 78929  
 Gender: M  
 Parent(s): Sam Ludlow, Josephine Ludlow

Student Statewide ID: Not Assigned  
 Date of Birth: 02/15/2000

Race: American Indian or Alaska Native  
 Hispanic or Latino? No  
 Staff: Higgins, Marianna

Create new enrollment record

**Concurrent Enrollment/Program History** (Last modified by LeAnn Reeves on 11/09/2015 4:00pm) [Modify Programs List](#)

Exp	Dates	Exit	Track	Att	Grade	Program	Grad Reqs	A-G	Edit
	11/09/2015 - Current		A	IS	10	Classroom Based - 9-12 Independent Study	High School: General Education 2017 - 2018	-	<b>Edit</b>

No special program or service for this enrollment record

\* Rows shown in red should have an Exit code given, but none has been specified.  
 \* Rows in grey indicate a non-attendance program.

Get Staff

- Step 4. Enter a finish date
- Step 5. Choose the E490 State Exit Code. Don't choose to end the enrollment in every other program or you will have to re-enroll the student with the teacher and in all Special Programs

**Edit Existing Enrollment Record** (Last modified by LeAnn Reeves on 11/09/2015 4:00pm) [Save Record](#)

Start: 11/09/2015 [Calendar](#) Finish:  ☐ Close Records...

Enrollment Status: Primary enrollment  
 Schools: Classroom Based - 9-12  
 Track: A  
 Program: + Independent Study  
 Graduation Requirement: High School: General Education 2017 - 2018  
 Gradelevel: 10  
 School Transfer Code: --

State Exit Code: E490 [View All](#)  
 You must select a State Exit Code if a Finish date is given.

# of times retained: 0  
 School Completion Status: Complete [View All](#)  
 A - G: ☒ Student graduating having met A - G requirements.

Optional/Survey Question  
 Survey: why Left: No Reason Given  
 Promotion/Retention Action: Unspecified (optional)  
 Drop Comments:

Comments:

- Step 6. SAVE record

## Create New Enrollment Record

- Step 1. Click on Create New Enrollment Record button
- Step 2. Add the following:
  - Start date
  - Learning Center (if you have this set up for your school)
  - Track
  - Program
  - Graduation Requirement
  - Step 2. Click Save Record button

If you would like to advance all students one grade level, (usually done at the end of the school year):

Go to Admin»Student Info»Mass Changes» Enrollment Rollovers and Grade Level Advancement

DO NOT advance students until any summer sessions are completed. For further help with this, please call School Pathways support at 866-200-6936!

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