

admin, admin essential, enrollments, year end processes, student records

## 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

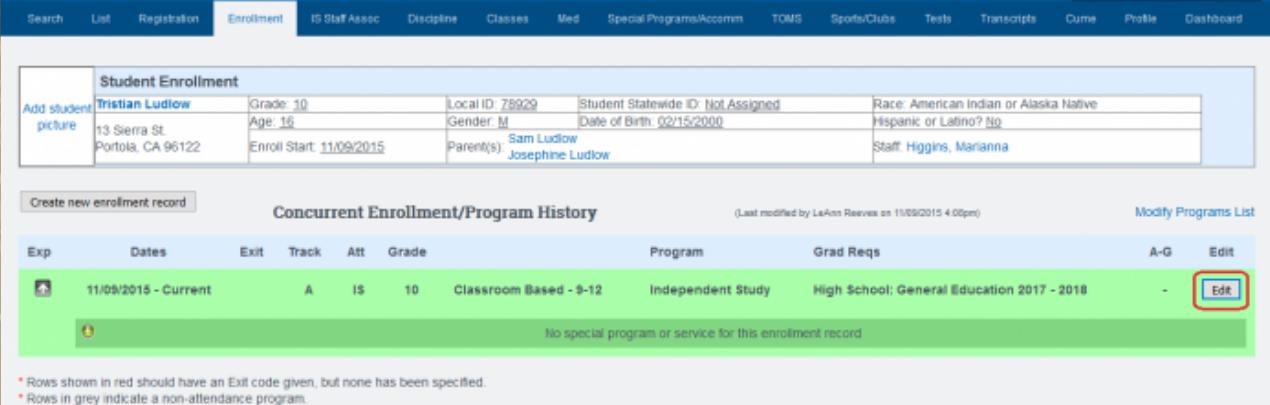
- Step 1. Open student by searching in right upper hand corner OR show student list under Admin»Student Info» Show Student List

- 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

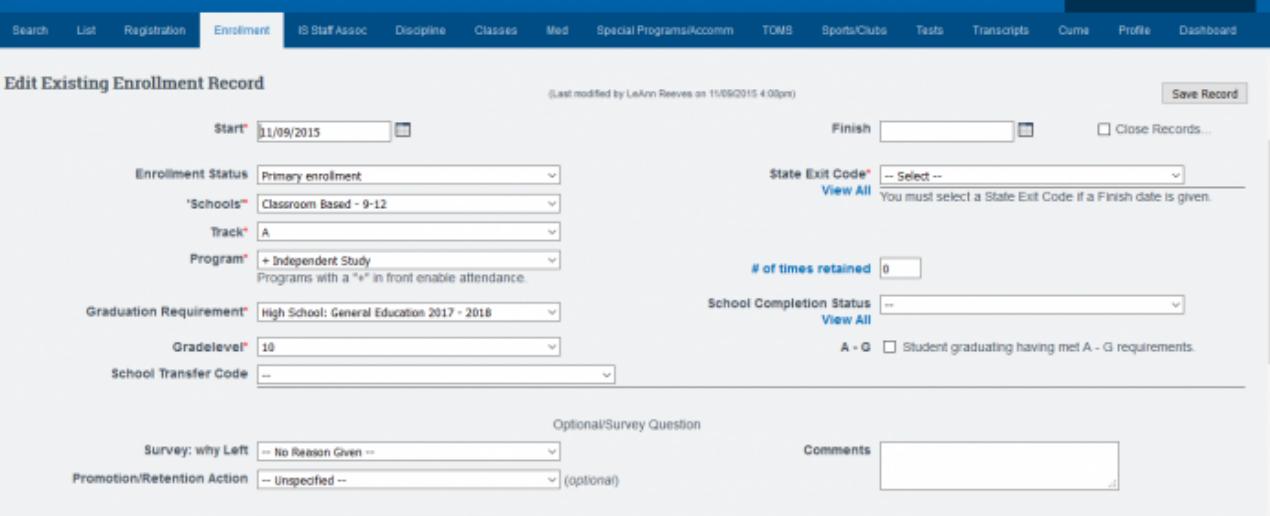
Tristian Ludlow Grade: 10 Local ID: 78929 Student Statewide ID: Not Assigned Race: American Indian or Alaska Native  
Age: 16 Gender: M Date of Birth: 02/15/2000 Hispanic or Latino? No  
13 Sierra St Parent(s): Sam Ludlow Staff: Higgins, Marianna Portola, CA 96122 Josephine Ludlow

Create new enrollment record Concurrent Enrollment/Program History (Last modified by LaAnn Reeves on 11/09/2015 4:08pm) Modify Programs List

Exp	Dates	Exit	Track	Alt	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	-	
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.

- 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 LaAnn Reeves on 11/09/2015 4:08pm) Save Record

Start*	11/09/2015	Finish	<input type="text"/>	<input type="checkbox"/> Close Records...
Enrollment Status	Primary enrollment	State Exit Code*	<input type="text"/> -- Select --	<input type="checkbox"/> View All
'Schools'	Classroom Based - 9-12	You must select a State Exit Code if a Finish date is given.		
Track*	A	# of times retained	0	
Program*	+ Independent Study	School Completion Status	<input type="text"/> --	<input type="checkbox"/> View All
Graduation Requirement*	High School: General Education 2017 - 2018	A - G	<input type="checkbox"/> Student graduating having met A - G requirements.	
Gradelevel*	10			
School Transfer Code	<input type="text"/> --			
Optional/Survey Question				
Survey: why Left	<input type="text"/> -- No Reason Given --	Comments	<input type="text"/>	
Promotion/Retention Action	<input type="text"/> -- Unspecified --	(optional)		
Drop Comments <input type="text"/>				

- 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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