

Student Grade Level Advancement

Please remember these important facts when working in the SIS.

The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary.

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. Below the search bar, there are tabs for Admin, Reports, Schools, Teachers, Portal, and Help. The 'Schools' tab is selected. Under the 'Schools' tab, there are sub-tabs for Search and List. The 'List' sub-tab is active, showing a table of students. The table has columns for #, St #, Lcl ID, Grd, Name, City, Trck, Education Program, Primary Class Offering, E-mail, Started, Finished, Teacher, and Student Tabs. A blue arrow points to the 'Enr' (Enrollment) tab in the 'Student Tabs' column for the student Ludlow, Tristan.

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

- 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

Grade: 10

Local ID: 78929

Student Statewide ID: Not Assigned

Race: American Indian or Alaska Native

13 Sierra St

Age: 16

Gender: M

Date of Birth: 02/15/2000

Hispanic or Latino? No

Portola, CA 96122

Enroll Start: 11/09/2015

Parent(s): Sam Ludlow, Josephine Ludlow

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	-

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.

Exit 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

Finish:

Close Records...

Enrollment Status: Primary enrollment

State Exit Code: -- Select --

Schools: Classroom Based - 9-12

Track: A

Program: + Independent Study

Graduation Requirement: High School: General Education 2017 - 2018

Gradelevel: 10

School Transfer Code: --

of times retained: 0

School Completion Status: --

A - G: ☐ Student graduating having met A - G requirements.

Optional/Survey Question

Survey: why Left: -- No Reason Given --

Promotion/Retention Action: -- Unspecified -- (optional)

Comments:

Drop 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!

— Last Updated by [Max Williams](#) on 2016/03/29 20:16

From:

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Last update: **2016/11/07 21:20**