

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.

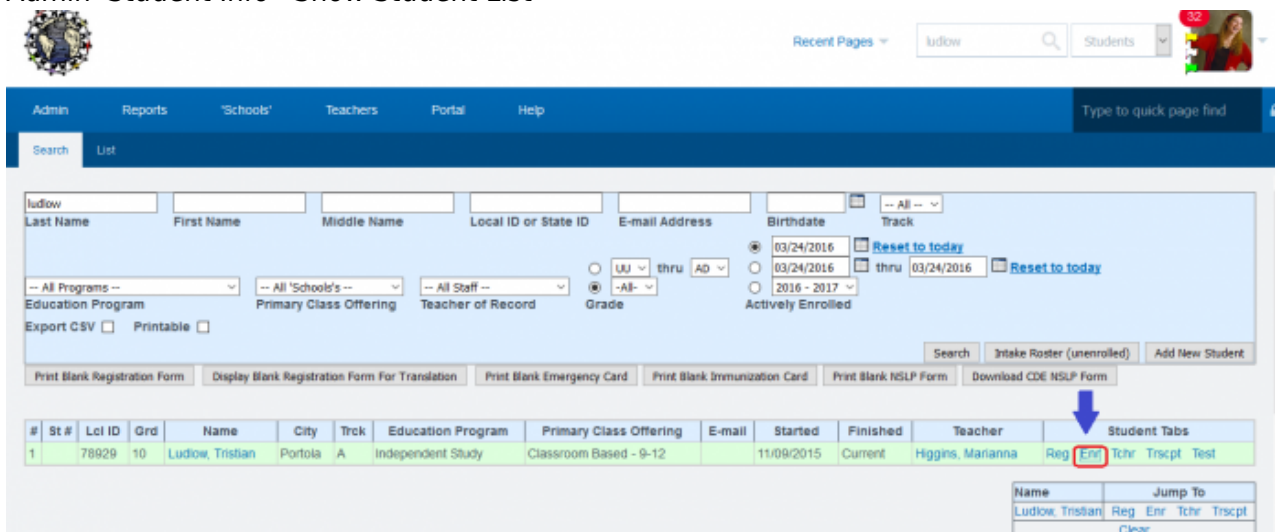
Manual Advancement

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



- 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	-	Edit

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 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 --
 View All You must select a State Exit Code if a Finish date is given.

Schools: Classroom Based - 9-12
 Track: A
 Program: + Independent Study
 Programs with a "+" in front enable attendance.

Graduation Requirement: High School: General Education 2017 - 2018 # of times retained: 0
 School Completion Status: -- View All

Gradelevel: 10 A - G Student graduating having met A - G requirements.

School Transfer Code: --

Optional/Survey Question

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

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

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

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