

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.

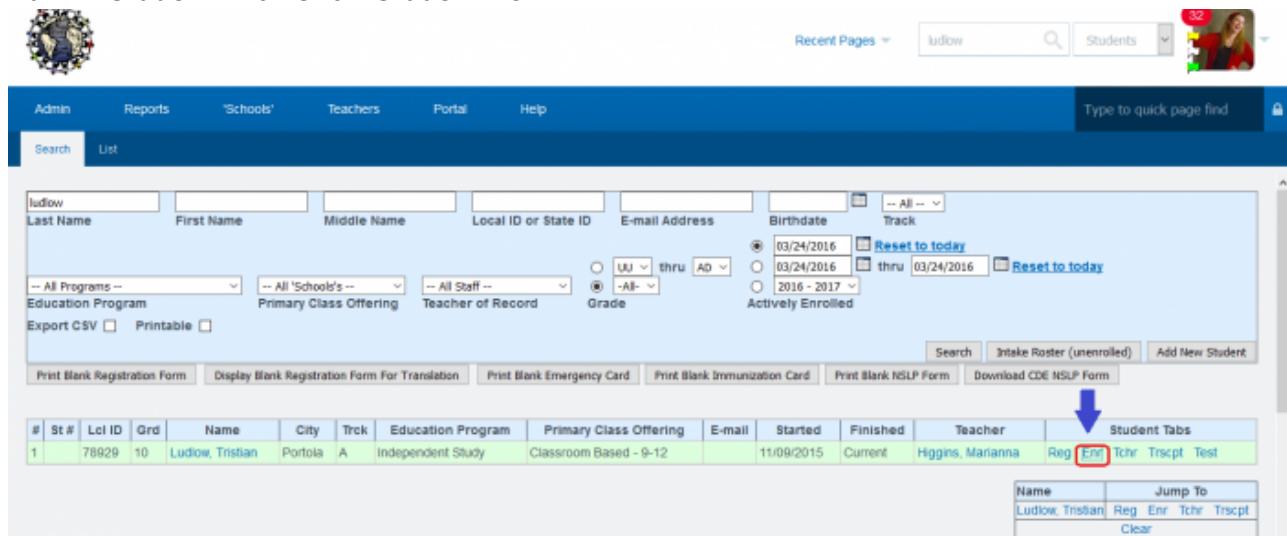
Manual Advancement

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 a student enrollment list. At the top, there are search fields for Last Name, First Name, Middle Name, Local ID or State ID, E-mail Address, and Birthdate. Below these are dropdown menus for Education Program, Primary Class Offering, Teacher of Record, Grade, and Active Enrolled status. The main table lists student information: #, St #, Lcl ID, Grd, Name, City, Trck, Education Program, Primary Class Offering, E-mail, Started, Finished, Teacher, and Student Tabs. The first row for Ludlow, Tristan shows an 'End' button in the Student Tabs column, which is highlighted with a red box and a blue arrow pointing to it. The table also includes a 'Reg' button and 'Enr' button in the Student Tabs column.

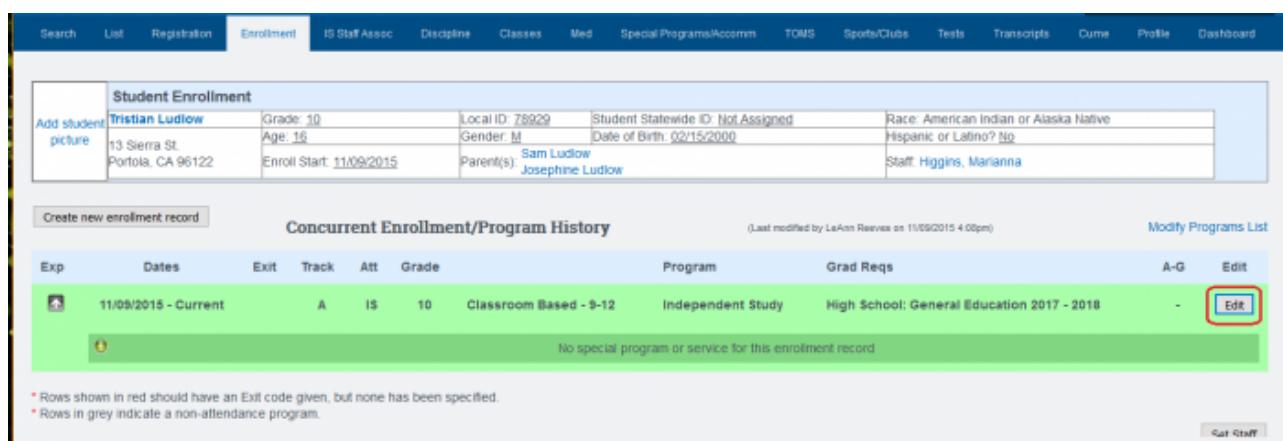
#	St #	Lcl ID	Grd	Name	City	Trck	Education Program	Primary Class Offering	E-mail	Started	Finished	Teacher	Student Tabs
1	78929	10	Ludlow, Tristan	Portola	A	Independent Study	Classroom Based - 9-12			11/09/2015	Current	Higgins, Marianna	Reg End Tchr Trscpt Test

- 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	Tristian Ludlow	Grade: 10	Local ID: 78929	Student Statewide ID: Not Assigned	Race: American Indian or Alaska Native
	13 Sierra St Portola, CA 96122	Age: 16	Gender: M	Date of Birth: 02/15/2000	Hispanic or Latino? No
		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 4:08pm)

Modify Programs List

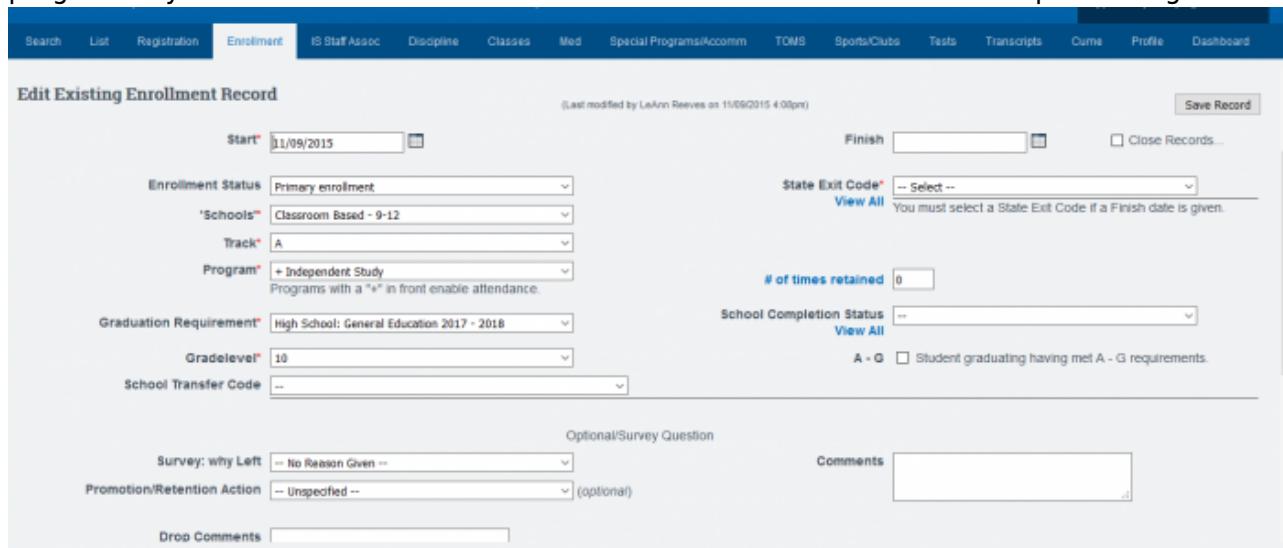
Exp	Dates	Exit	Track	Att	Grade	Program	Grad Reqs	A-G	Edit
	11/09/2015 - Current		A	IS	10	Classroom Based - 9-12	Independent Study	High School: General Education 2017 - 2018	

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.

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 4:08pm)

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!

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

From:

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