

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

Student Grade Level Advancement

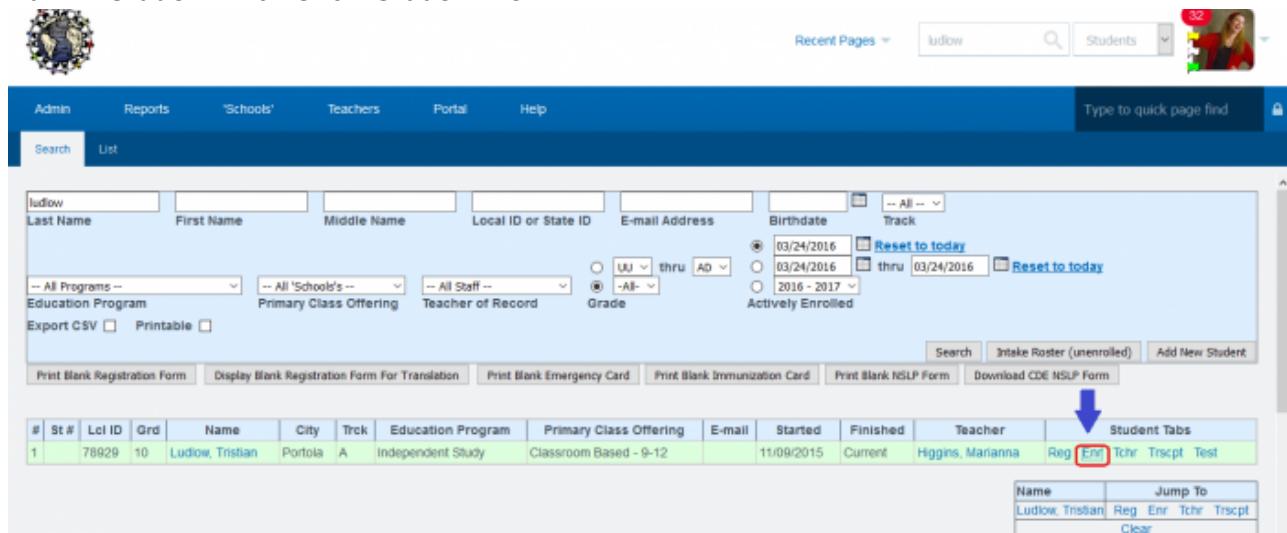
Manual Advancement

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



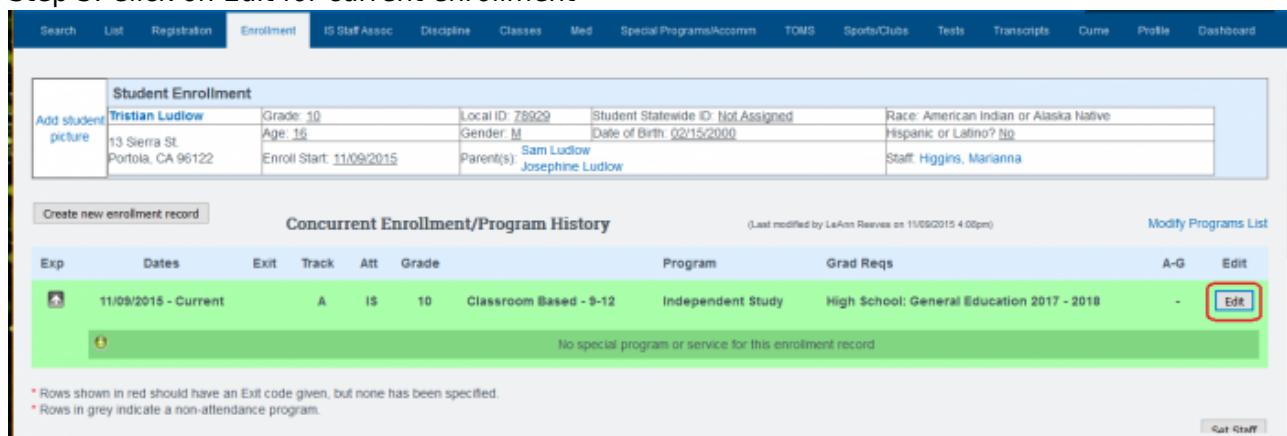
The screenshot shows the 'Student List' page. At the top, there are search fields for 'Last Name' (Ludlow), 'First Name', 'Middle Name', 'Local ID or State ID', 'E-mail Address', 'Birthdate' (set to 03/24/2016), and 'Track' (set to All). Below these are dropdowns for 'Education Program' (All Programs), 'Primary Class Offering' (All Schools), 'Teacher of Record' (All Staff), 'Grade' (All), and 'Status' (Actively Enrolled). A blue arrow points to the 'Reg' button in the 'Student Tabs' section, which is highlighted with a red box. The student record for Ludlow, Tristan is listed in the grid, showing details like Lcl ID (78929), Grade (10), Name (Tristan Ludlow), City (Portola), Trck (A), Education Program (Independent Study), Primary Class Offering (Classroom Based - 9-12), E-mail (11/09/2015), Started (Current), Finished (Higgins, Marianna), Teacher (Reg), and Student Tabs (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

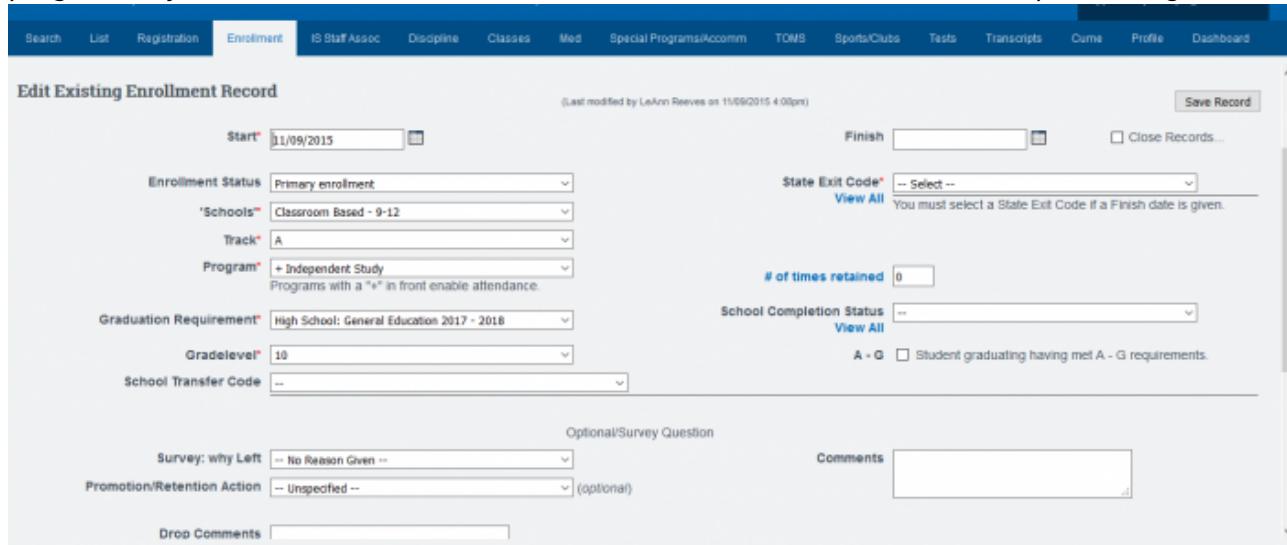


The screenshot shows the 'Student Enrollment' page for Tristan Ludlow. The 'Concurrent Enrollment/Program History' table lists an enrollment record from 11/09/2015 to Current, with Grade 10, Track A, and Program Independent Study. A blue arrow points to the 'Edit' button in the 'Program' column, which is highlighted with a red box. The table also includes columns for 'Exp' (Expiration date), 'Dates', 'Exit', 'Track', 'Att', 'Grade', 'Program', 'Grad Reqs', 'A-G', and 'Edit'. A note at the bottom states: 'Rows shown in red should have an Exit code given, but none has been specified.' and '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



The screenshot shows the 'Edit Existing Enrollment Record' page. The 'Start' field is set to 11/09/2015. The 'Enrollment Status' is 'Primary enrollment'. The 'Schools' field is 'Classroom Based - 9-12'. The 'Track' is 'A'. The 'Program' is '+ Independent Study'. The 'Graduation Requirement' is 'High School: General Education 2017 - 2018'. The 'Gradelevel' is '10'. The 'School Transfer Code' is empty. The 'State Exit Code' dropdown is set to 'Select'. The 'School Completion Status' dropdown is set to 'View All'. The 'Comments' field is empty. There are optional survey questions for 'Survey: why Left' and 'Promotion/Retention Action'. The 'Comments' field is empty.

- 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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