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

									Recent	Pages 👻	ludiow	Q, Students	-	÷
Admin	F	leport	s "Schools"	т	eacher	s Portal I	нер					Type to quic	ck page find	
Search	List													
- All Prog Education Export CS	e n Progra IV 🗌 k Registr	am Print ation F	First Name First Name Pri able Otsplay Blan	All 'Schools' imary Clas	iddle l 's s Offe on Form	Name Local ID	or State ID E-mail Addre	ss 0 V () A k Immuni	Birthdate	All Track	to today 03/24/2016 Res Search Intake R	et to today oster (unenrolled) / ZE NSLP Form	Add New Student	
# St #	Lci ID	Grd	Name	City	Trok	Education Program	Primary Class Offering	E-mail	Started	Finished	Teacher	Student	t Tabs	
1	78929	10	Ludiow, Tristian	Portola	A	Independent Study	Classroom Based - 9-12		11/09/2015	Current	Higgins, Marianna	Reg Ent Tchr Tr	rscpt Test	
											Nar	ne kow, Tristian Reg Er Clear	Jump To nr Tchr Trscpt	

Step 2. Click on Enr

This student has two enrollment records. One of them is not current- it has ended.

- $\circ\,$ Inactive enrollment show in gray.
- $\circ\,$ The green enrollment record is the current enrollment for attendance.
- Step 3. Click on Edit for current enrollment

	Student Enrollme	nt												
dd student	Tristian Ludlow	Grade: 10				Local ID: 78929	Local ID: 78929 Student Statewide ID: Not Assigned Race: American Indian or Alaska Native							
picture	13 Sierra St.	Age: <u>16</u>				Gender: M Date of Birth: 02/15/2000 Hispanic or Latino? No								_
	Portola, CA 96122	Enroll Start: 11/09/2015				Parent(s): Josephin	e Ludiow			Staff: Higgins, Marianna				
Create new	enrollment record	Exit	Concuri	ent E	nrollme	ent/Program His	story	(Last modi	Ified by LeAnn Reev	es on 11/05/2015 4:0	Epm)		Modify I	Programs Edi
Create new Exp	enrollment record Dates	(Exit	Concuri Track	ent E Att	nrollme Grade	ent/Program His	stor y Proj	(Last modi	ified by LeAnn Reev Grad Re	ex on 11/09/2015 4-0 qs	Epm)		Modity i A-G	Programs Edit
Create new Exp	Dates	Exit	Concurr Track A	Att IS	Grade	ent/Program His Classroom Based	story Prog d - 9-12 Inde	(Last red) am eendent Study	ffed by LeAnn Reev Grad Re High Sch	es es 11/05/2015 4.0 qs sool: General E	opm) ducation 2017 -	- 2018	Modify I A-G	Programs Edit

- 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

lit Existing Enrollment Recor	1			(Last modifie	d by LeAnn Reeves on 11	/09(2015 4:00pm)					S	ave Reco
Start*	11/09/2015]					Finish				Close Reco	ords
Enrollment Status	Primary enrollment			v		State E	xit Code*	Select			~	-
'Schools"	Classroom Based - 9-12			v			View All	You must set	ect a State Exit	Code if a Fin	ish date is	given.
Track*	A			~								
Program*	+ Independent Study Programs with a "+" in	front enable a	attendance.	×		# of times	retained	0				
Graduation Requirement*	High School: General Ed	ucation 2017 ·	2018	v	S	chool Completi	on Status View All				~	
Gradelevel*	10			×			A - G	Student	graduating havi	ng met A - G	requiremen	nts.
School Transfer Code	**				r							
				Optional	Survey Question							
Survey: why Left	No Reason Given			~		c	omments				1	
Promotion/Retention Action	Unspecified			~ (option	aí)							
Drop Comments												

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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