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# Student Grade Level Advancement

 Looking for information on **Mass Enrollment Rollovers and Matriculations?** [Click Here.](#)

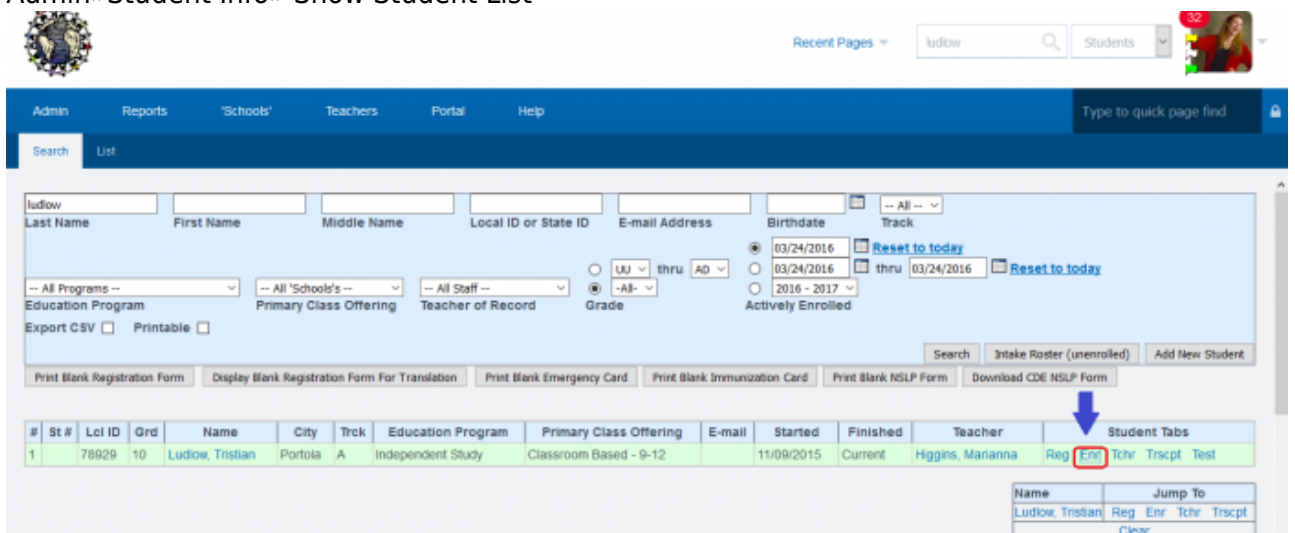
## Manual Advancement

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 web application interface for student management. At the top, there are navigation tabs: Admin, Reports, Schools, Teachers, Portal, and Help. Below the navigation is a search bar with the name 'Ludow' entered. The main area contains a search form with various filters and a table of student records. The table has columns for #, St #, Loc ID, Grd, Name, City, Trck, Education Program, Primary Class Offering, E-mail, Started, Finished, Teacher, and Student Tabs. The first row shows a student named Ludow, Tristan, with a current enrollment record highlighted in green. A blue arrow points to the 'Enr' column in the 'Student Tabs' section of the table.

- 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	<b>Tristan Ludlow</b>	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		

**Concurrent Enrollment/Program History**

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	-	<b>Edit</b>

No special program or service for this enrollment record

- 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**

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

Gradelevel: 10      School Completion Status: --  
View All

School Transfer Code: --      A - G  Student graduating having met A - G requirements.

Optional/Survey Question

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

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

Drop Comments:

**Save Record**

- 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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