Q Students v

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

# **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

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Iow       Image: Second S	dmin Re	ports "Schoo	is' Tea	chers	Portal	Нер							
st Name First Name Middle Name Local ID or State ID E-mail Address Birthdate Track	varch List												
search Intake Roster (unenrolled) Add New Studen		First Name	Mid	idle Name	Local				03/24/2016	Track	to today		
t # Lel ID Grd Name City Trek Education Program Primary Class Offering E-mail Started Finished Teacher 🕈 Student Tabs	ation Program	n				~ @	-Al	0	2016 - 2013	7 ~	03/24/2016 Es	et to today	
	oort CSV   F	n Printable 🗌	Primary Class	Offering	Teacher of Re	ecord G	a -Al	A	2016 - 2017 ctively Enroll	ed	Search Intake R	toster (unenrolle	d) Add New Stude

• 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 Enrollme	ent								
Add student	Tristian Ludlow	Grade: 10			Local ID: 78929 Student	Statewide ID: Not Assigned	Race	American Indian or Alaska Native	0	
picture	13 Sierra St.	Age: <u>16</u>				Birth: 02/15/2000	Hispa	anic or Latino? No		
	Portola, CA 96122	Enroll Start: 11/	09/2015		Parent(s): Sam Ludlow Josephine Ludlow		Staff:	Higgins, Marianna		
	enrollment record				nt/Program History		d by LeAnn Reeves on 11	V59(2015 4 08pm)		
Create new Exp	enrollment record Dates	Concurr Exit Track		Grade	nt/Program History	(Last modifies	d by LeAnn Reeves on 11 Grad Reqs	US9(2015 4 (08pm)	Modity F A-G	
Exp					nt/Program History Classroom Based - 9-12		Grad Reqs	vesizo15 4 cepm) Seneral Education 2017 - 2018		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

h List Registration Enrolin	nent IS Staff Assoc Discipline	Classes Med	Special Programs/Accomm	TOMS Sports/Club	ts Tests	Transcripts	Cume Profile	Dash
Existing Enrollment Reco	rd	(Last mo	dified by LeAnn Reeves on 11/09/2015	5 4:00pm)				Save R
Start*	11/09/2015			Finish			Ciose	Records
Enrollment Status	Primary enrollment	~		State Exit Code*	Select			~
"Schools"	Classroom Based - 9-12	~		View All	You must see	et a State Exit C	ode if a Finish da	te is given.
Track*	A	~						
Program*	+ Independent Study Programs with a "+" in front enable atte	endance.		# of times retained	0			
Graduation Requirement*	High School: General Education 2017 - 20	018 ~	School	Completion Status View All				v
Gradelevel	10	v		A - G	Student g	raduating havin	g met A - G requir	ements.
School Transfer Code			v					
		Optio	nal/Survey Question					
Survey: why Left	No Reason Given	~		Comments				
Promotion/Retention Action	Unspecified	~ (op	ional)				4	
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
  - $\circ \ Program$
  - $\circ\,$  Graduation Requirement
  - $\circ\,$  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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