

School Pathways SIS

Advancing Student Grade Levels - en Mass

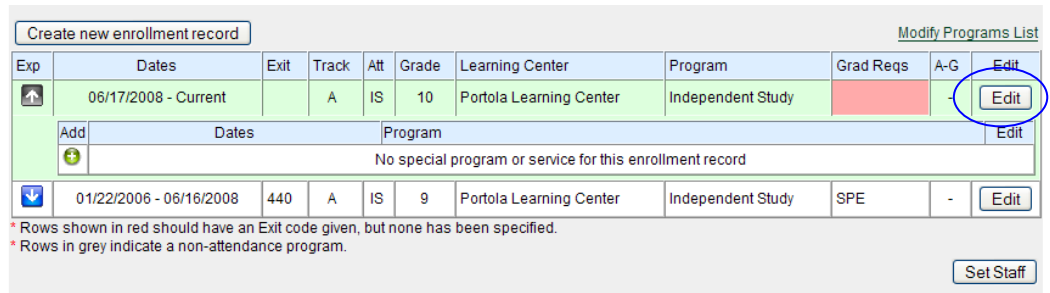
Student grade levels can be advanced en mass. This is usually done at the end of a school year.

Go to Student Information > Grade Level Advancement.

Do not advance students until any summer sessions are completed.

1. Leave any students that will be remaining at your school as currently enrolled.
2. Any students that will not be returning for the next school year should be dis-enrolled effective the last day of the previous school year.
3. When enrolling new students over the summer, enroll them with a start date of the very first day of the next active school year or at least a date AFTER the Grade Level Advancement will occur.
4. Any students who will be retained at the current grade level must be noted before advancement occurs.

- Go to a student's enrollment page and click EDIT



The screenshot shows a web interface for managing enrollment records. At the top, there are buttons for "Create new enrollment record" and "Modify Programs List". Below is a table with columns: Exp, Dates, Exit, Track, Att, Grade, Learning Center, Program, Grad Reqs, A-G, and Edit. The first row is highlighted in green and has an "Edit" button circled in blue. Below the table is an "Add" section with a plus sign icon and a text input field containing "No special program or service for this enrollment record". At the bottom, there is a "Set Staff" button.

Exp	Dates	Exit	Track	Att	Grade	Learning Center	Program	Grad Reqs	A-G	Edit
↑	06/17/2008 - Current		A	IS	10	Portola Learning Center	Independent Study			Edit
+	Add No special program or service for this enrollment record									
↓	01/22/2006 - 06/16/2008	440	A	IS	9	Portola Learning Center	Independent Study	SPE	-	Edit

* Rows shown in red should have an Exit code given, but none has been specified.
* Rows in grey indicate a non-attendance program.

Set Staff

- Note the student's grade retention at the bottom of the enrollment page.

Track:	A
Program:	+ Independent Study <small>Records with a "+" in front enable attendance.</small>
Gradelevel:	10
Graduation Requirement:	-- Select Graduation Requirements -- <small>(Required for 9th graders and above)</small>
Interdistrict:	<input type="checkbox"/> Incoming student from a CA school district that has voluntarily sought and subsequently received a transfer permit to attend the school district
State Exit Code:	-- Select -- <small>(Arrows+Enter to see reasons)</small> <small>You must select a State Exit Code if a Finish date is given.</small>
A - G:	<input type="checkbox"/> Student graduating having met A - G requirements.
Is this school the student's primary school of enrollment?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Optional/Survey Question:	
Survey: why Left:	-- No Reason Given --
State Graduation Code:	-- Unspecified -- <small>(This field is optional)</small>
Post-Secondary Acceptance Status:	-- Unspecified -- <small>(This field is optional)</small>
Post-Secondary Enrollment Plans:	-- Unspecified -- <small>(This field is optional)</small>
Promotion/Retention Action:	-- Unspecified -- <small>(This field is optional)</small>

- When the grade level advancement occurs, the retention will be noted in a field at the top of the enrollment page.

Find Student

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Student Enrollment

Add student picture	May Jane	Grade: 10	Local ID: 50685	Student Statewide ID: Not Assigned
	1016 Pretend St Graeagle, CA 96103	Age: 15	Gender: F	Date of Birth: 04/10/1993
		Parent(s): Family, John		

Edit Existing Enrollment Record

Set enrollment information below and click Save when done

Start *	06/17/2008
Finish	<input type="text"/> <small>(End this program enrollment) <input type="checkbox"/> Close EVERY other open enrollment on this date.</small>
Number of times retained:	0
Learning Center:	Portola Learning Center
Track *	A

5. After you have dis-enrolled any and all students that will not be enrolling at your school the next year, perform Grade Level Advancement.
6. Select a day AFTER the last day of the previous school year. A good bet would be a week or so before the beginning of the next school year or right after summer school.
7. Check the second option and enter that date into the date field.

Advance!

Advance all students enrolled

on: MM/DD/YYYY

before or on: MM/DD/YYYY
(who are still currently enrolled)

In School Track:
A ▾

Type "CONFIRM" (all caps)

[View Confirmation](#)

8. Select the applicable school track for the school calendar in question. Type "CONFIRM" where appropriate, and then press "Next".
9. You'll be taken to a confirmation page which will allow you to verify the students being advanced. It's a good idea to print this page for your records.
10. When you are satisfied that the advancement entries are correct, you may then re-**CONFIRM** the action on the confirmation page so that the advancements take effect.

*12th graders will not be advanced through this process.

ReportWriter/Web

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Confirm Graduations

Below is a list of students that would be affected by this: [Printable Form](#)

(98457)	Smith, Joseph	01	-->	02
(44667)	Peterson, Cheyenne	03	-->	04
0	Ladd, Clay	04	-->	05
(1)	Olney, Candy	04	-->	05
(96035279)	Brown, Ian	06	-->	07
0	Walker, Jenny	06	-->	07
0	Riley, Kelly	07	-->	08
(109388)	Smith, Deborah	08	-->	09
(9603527)	Brown, Amy	09	-->	10
(789)	Brown, John	09	-->	10
0	Walker, Sarah	09	-->	10
(4567)	Jones, Alex	10	-->	11
(960352796)	JOnes, Tammy	10	-->	11
(5678)	Sanchez, Marcus	10	-->	11
(1111111)	Smith, Jack	10	-->	11
(2345)	Student, Mary	10	-->	11
(88776)	Thomas, Seth	10	-->	11
(751669)	Johnson, Samuel	11	-->	12
(960352799)	Student, John	11	-->	12

Confirm:

[Perform this Advancement.](#)