

School Pathways SIS

Advancing Student Grade Levels

Student grade levels can be advanced manually in SP SIS by going into the Student Info>Enrollments page. If you would like to advance all students one grade level, usually done at the end of a school year, go to Student Information > Yearly. 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.
4. After you have dis-enrolled any and all students that will not be enrolling at your school the next year, perform Batch Graduation.
5. 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.
6. Enter that into the "Advance all students enrolled on:" in MM/DD/YYYY format.
7. Select the applicable school track for the school calendar in question. Type "CONFIRM" where appropriate, and then press "Next".
8. You'll be taken to a confirmation page which will allow you to verify the students being advanced.
9. When you are satisfied that the graduation entries are correct, you may then re-confirm the action on the confirmation page so that the graduations take effect.

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

[Home](#) | [Site Home](#) | [Administration](#) | [Learning Centers](#) | [My Pages](#) | [Staff Info](#) | [Parents](#) | [Help](#) | [Logout](#)

Batch Graduation

Batch graduation lets you advance an entire enrolled class to the next gradelevel with the click of a button.

Pay close attention to these instructions and if you have any questions, call us before you proceed! **Do not perform Batch Graduation until you have read and followed the directions below!**

In ReportWriterWeb, there is no requirement to "re-enroll" the student population from one year to the next. They simply stay enrolled until you disenroll them.

But, likely as not, you don't want to manually update your entire student body's gradelevel when your student return from one year to the next. This is where Batch Graduation comes to the rescue!

Follow these steps through the summer:

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 disenrolled effective the last day of the previous schoolyear.
3. When enrolling new students over the summer, enroll them with a start date of the very first day of the next active schoolyear.
4. After you have disenrolled any and all students that will not be enrolling at your school the next year, perform Batch Graduation.
5. 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.
6. Enter that into the "Advance all students enrolled on:" in MM/DD/YYYY format.
7. Select the applicable school track for the schoolcalendar in question. Type "CONFIRM" where appropriate, and then press "Next".
8. You'll be taken to a confirmation page which will allow you to verify the students being advanced.
9. When you are satisfied that the graduation entries are correct, you may then re-confirm the action on the confirmation page so that the graduations take effect.

Note: 12th graders will not be advanced.

Advance!


Advance all students enrolled on:

In School Track:

Type "CONFIRM" (all caps)

[View Confirmation](#)

If your page looks like this snapshot, use the first option.



[Home](#) | [Site Home](#) | [Administration](#) | [Learning Center](#) | [My Pages](#) | [Staff Info](#) | [Parents](#) | [Help](#) | [Logout](#)

Grade Level Advancement

Grade Level Advancement lets you advance an entire enrolled class to the next gradelevel with the click of a button.

Pay close attention to these instructions and if you have any questions, call us before you proceed! **Do not perform Grade Level Advancement until you have read and followed the directions below!**

In SP SIS, there's no "rollover", but students' enrollment records will be updated with a new enrollment record with their advanced gradelevel.

Follow these steps through the summer:

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 disenrolled effective the last day of the previous schoolyear.
3. When enrolling new students over the summer, enroll them with a start date of the very first day of the next active schoolyear.
4. After you have disenrolled any and all students that will not be enrolling at your school the next year, perform Grade Level Advancement.
5. 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.
6. Enter that into the "Advance all students enrolled on:" in MM/DD/YYYY format.
7. Select the applicable school track for the schoolcalendar in question. Type "CONFIRM" where appropriate, and then press "Next".
8. You'll be taken to a confirmation page which will allow you to verify the students being advanced.
9. When you are satisfied that the graduation entries are correct, you may then re-confirm the action on the confirmation page so that the graduations take effect.

Note: 12th graders will not be advanced.

Advance!

Advance all students enrolled

on:

before or on:
(who are still currently enrolled)

In School Track:


Type "CONFIRM" (all caps)

[View Confirmation](#)

[Embedded Files](#)

Login: k.brenneman School: cworks 6/24/2008 - 3:45:13 pm Page: /admin/registration/advancement.php

Fill in the date you wish the rollover to take place and type CONFIRM. "View Your Confirmation" will take you to a page to view a list of all students this will affect.



[Home](#) | [Site Home](#) | [Administration](#) | [Learning Centers](#) | [My Pages](#) | [Staff Info](#) | [Parents](#) | [Help](#) | [Logout](#)

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
(111111)	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:

The "Confirm Graduations" page allows you to see what grades all students are listed as and what grade they will be moved to. "Graduation" means graduate to the next grade level. If corrections need to be made, it would be best to print the page. You can also access student records from this sheet by clicking on the student's underline name.

Click CONFIRM and Perform this Advancement when you are ready.

The new page will show confirmation of all grade changes.