

School Pathways SIS

Advancing Student Grade Levels

Manual Advancement:

Student grade levels can be advanced manually by going into each student's enrollment page. Student Info>Enrollments page. You must end the current enrollment with a 440 code and 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.

1. Search for a student in the system and click on ENR

Step 1: Make sure student doesn't already exist:

St #	LclID	Grd	Name	City	Home Phone	Started	Trk	Mig	Info/Enroll/Tchr/Trscpt
12345	13406	12	Student, John	Anytown	(555) 555-5555	04/11/2008	A	Y	<Edit> Enr Tchr Trscpt
	46577	6	Student, John	Palmdale			-		<Edit> Enr Tchr Trscpt

* Key:

Green Background:	Currently enrolled.
Red Background:	No Enrollment Record / Admin Pre-Registration
Purple Background:	Teacher Pre-Registration
Grey Background:	Student is not currently enrolled.

Step 2: After search, add new student:

Once in the enrollment page, you will see all enrollments the student has. These may be for attendance programs, tutoring programs, etc. A student can have more than one type of enrollment.

This student has three enrollment records. One of them is not current - it has ended. Inactive enrollments show in white. Then there are two other enrollments. The green one is the current enrollment for attendance. The grey one is an enrollment for a tutoring program and is not being tracked for State attendance monies - just for informational attendance purposes.

To advance a student, you end the enrollment as the current grade level and create a new enrollment for the next grade level.

2. Click on the EDIT for the green one that shows a current date - the enrollment for State attendance money.

Find Student Create A Report Import Finalized Report Cards

Search List Registration **Enrollment** Staff Assoc Discipline Classes Med Accom Transcripts Cume Dashboard

Student Enrollment

John Student	Grade: 12	Local ID: 13406	Student Statewide ID: 12345
123 Any Street Anytown, CA 55555 555-555-5555	Age: 18	Gender: M	Date of Birth: 11/06/1989
Parent(s): Parent, Kelly, John			

Concurrent Enrollment/Program History

Create new enrollment record [Modify Programs List](#)

Exp	Dates	Exit	Track	Att	Grade	Learning Center	Program	Grad Reqs	A-G	Edit	
	04/11/2008 - Current		A	IS	12	Portola	Independent Study	SPE	-	Edit	
Add		Dates		Program							Edit
No special program or service for this enrollment record											
	04/11/2008 - Current		A		12	School Pathways LC	Tutoring Math		-	Edit	
	08/29/2005 - 03/25/2008	100	A	IS	12	Portola	Independent Study	General Education	-	Edit	

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

3. Enter a dis-enrollment date for this grade level.

4. Choose the **440** in the 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

Set enrollment information below and click Save when done

Start *	<input type="text" value="02/25/2008"/>
Finish	<input type="text"/> (End this program enrollment) <input type="checkbox"/> Close EVERY other open enrollment on this date.
Number of times retained:	<input type="text" value="0"/>
Learning Center: *	<input type="text" value="Achieve Academy"/>
Track: *	<input type="text" value="A"/>
Program: *	<input type="text" value="+ Independent Study"/> Records with a "+" in front enable attendance.
Gradelevel: *	<input type="text" value="10"/>
Graduation Requirement: *	<input type="text" value="General High School: General Education"/> (Required for 9th graders and above)
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: View All	<input type="text" value="-- Select --"/> (Arrows+Enter to see reasons) You must select a State Exit Code if a Finish date is given.
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:	<input type="text" value="-- No Reason Given --"/>
State Graduation Code:	<input type="text" value="-- Unspecified --"/> (This field is optional)
Post-Secondary Acceptance Status:	<input type="text" value="-- Unspecified --"/> (This field is optional)
Post-Secondary Enrollment Plans:	<input type="text" value="-- Unspecified --"/> (This field is optional)

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

Cancel Add/Edit

Delete Record

Save Record

5. Click on **Create new enrollment record** button.

Find Student

Search List Registration **Enrollment** Staff Assoc Discipline Classes Med Accom Transcripts Cume Dashboard

Student Enrollment

[Add student picture](#) **Jessica N. Arena** Grade: IN Local ID: 58392 Student Statewide ID: Not Assigned
 1234 Any Street Age: 10 Gender: F Date of Birth: 02/24/1998
 Carmichael, CA 95608 Parent(s): Arena, Christopher And Sarah
 916-983-2546

Concurrent Enrollment/Program History

[Create new enrollment record](#) [Modify Programs List](#)
 (Last modified by Kathleen Brennehan on 06/20/2008 2:50pm)

Exp	Dates	Exit	Track	Att	Grade	Learning Center	Program	Grad Reqs	A-G	Edit
	06/17/2008 - 06/22/2008	440	A	IS	IN	School Pathways LC	Independent Study		-	Edit
Add	Dates	Program		Edit						
	No special program or service for this enrollment record									
	04/10/2008 - 06/16/2008	440	A	IS	UE	School Pathways LC	Independent Study		-	Edit

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

[Transfer Student Records to another School](#) [Set Staff](#)

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.

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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 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 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)

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.



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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
(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.