

School Pathways SIS

STUDENT GRADE LEVEL ADVANCEMENT

- Automatic Grade-Level Advancement for All Students
- Single Student Grade Level Advancement

[Automatic Grade-Level Advancement for All Students](#)

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

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			
Add	Dates		Program							Edit
	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	-	

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

- 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

Student Enrollment

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

Edit Existing Enrollment Record

Set enrollment information below and click Save when done

Start *	06/17/2008
Finish	<small>(End this program enrollment)</small> <input type="checkbox"/> Close EVERY other open enrollment on this date.
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

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:

[Perform this Advancement.](#)

Single Student Grade Level Advancement

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

School Pathways SIS

Home | Site Home | Administration | Learning Center | My Pages | Staff Info | Parents | Help | Logout

» Create A Report » Import Finalized Report Cards

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

Find/Add a Student

 Last First Middle State ID Local ID

 Education Program Primary Learning Center

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

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

* Kev:

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

This student (see below) 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 at 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](#) | [Accomm](#) | [Transcripts](#) | [Cume](#) | [Dashboard](#)

Student Enrollment

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

Concurrent Enrollment/Program History

[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	-	
	Add		Dates		Program				Edit	
No special program or service for this enrollment record										
	04/11/2008 - Current		A		12	School Pathways LC	Tutoring Math		-	
	08/29/2005 - 03/25/2008	100	A	IS	12	Portola	Independent Study	General Education	-	

* 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.
5. Click **SAVE RECORD**.

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" value=""/> (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 Accomm Transcripts Cume Dashboard

Student Enrollment

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 Brenneman 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 <input type="text"/> Dates <input type="text"/> Program <input type="text"/> 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

6. You'll be taken back into set a new enrollment. This time you'll add the

- Start Date
- Learning Center
- Program
- Grade Level
- Grad Requirements (if any or leave at choose for elementary)

Create New Enrollment Record

Last/most recent ADA enrollment record dates for this student:

Start Date: 06/17/2008 Finish Date: 06/22/2008

Set enrollment information below and click Save when done

Start *

Finish (End this program enrollment)

Number of times retained:

Learning Center *

Track *

Program * Records with a "+" in front enable attendance.

Gradelevel: *

Graduation Requirement: (Required for 9th graders and above)

Interdistrict: 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: (Arrows+Enter to see reasons)
 View All * You must select a State Exit Code if a Finish date is given.

A-G: Student graduating being met A-G requirements

7. Click **Save Record**.