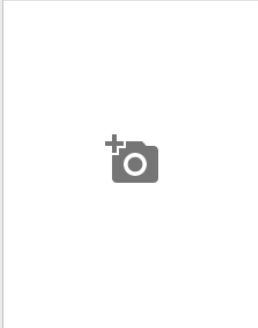


Purpose: The following document provides instructions for populating final report cards with a student's promotion status. All updates for this process are made within the Student's **School** tab from the student dashboard.

Example *AExample



Student Contact

555 Example Rd., Columbus, OH, 55555

555-555-5555

exampleemail@gmail.com

School Information

Current Enrolled - 02

Next Enrolled - 03

Student Information

DOB 8/12/2014

ID 10840

UDID

The following three options will be explained in this document:

- Promotion to next grade level
- Retained in current grade level
- Placed in next grade level.

Promotion to Next Grade Level: Default process for students unless otherwise adjusted by administrators.

- All "Enrolled" students have Current Grade and Next Grade populated within their school record.
- At end of year if "Next Grade" field shows the next numerical grade level from current field, Report Card will be populated with wording "This student has been promoted to Grade: #" where # is the entry populated in the Next Grade field.
 - This process requires no additional steps from Administrators.

Retained in Current Grade Level: Process requires Administrator updates to Next Grade field.

- All "Enrolled" students have Current Grade and Next Grade populated within their school record.
- At end of year if "Next Grade" field shows a differing numerical grade level from current field, Report Card will be populated with wording "This student has been retained in Grade: #" where # is the entry populated in the Next Grade field. Administrator steps follow:
 - From Main Menu select **Students**.
 - Select specific student from list on left.
 - Select "School" tab to access current/next status and grade level fields.
 - On right side of screen under "Next Status" and "Grade Level" update Grade Level to same as Current Status Grade Level field.
 - Select **floppy disc** icon on bottom right of page to save changes.

Example *AExample

GENERAL ENROLLMENT HISTORY OTHER SCHOOLS LOCKERS

School

The School area allows access to current enrollment information, the student's enrollment history at your school, other schools the student has attended, and the student's current locker information.

Current School * Bishop Flaget School

Next School Bishop Flaget School

Current Status Enrolled Grade Level 02

Next Status Enrolled Grade Level 02


Sub Status Enrolled Enrolled Date * Wednesday, Mar 09, 2022

Placement Graduation Date Class Year

Student ID 10840 Withdraw Date

School UD ID Withdraw Reason

Reenrollment Status School Year 2022-2023



Placed in Next Grade Level: Process required Administrator updates to Placement Field.

- All Students have a Placement field within their school record. This field is found two below the Current Status field.
- At end of year if “Placement” field is populated with a grade level, Report Card will be populated with wording “This student has been Placed in Grade: #” where # is the entry populated in the Placement field. Administrator steps follow:
 - From Main Menu select **Students**.
 - Select specific student from list on left.
 - Select “School” tab to access Placement field.
 - Select grade level student is being placed in.
 - Select **floppy disc** icon on bottom right of page to save changes.

Example *AExample

Delete Alerts

Email Instructors

Reports

GENERAL

ENROLLMENT HISTORY

OTHER SCHOOLS

LOCKERS

School

The School area allows access to current enrollment information, the student's enrollment history at your school, other schools the student has attended, and the student's current locker information.

Current School *

Bishop Flaget School

Next School

Bishop Flaget School

Current Status *

Enrolled

Grade Level

02

Next Status

Enrolled

Grade Level

03

Sub Status

Enrolled Date *

Wednesday, Mar 09, 2022

Placement

03

Graduation Date

Class Year

Student ID

10840

Withdraw Date

School UD ID

Withdraw Reason

Reenrollment Status

School Year

2022-2023