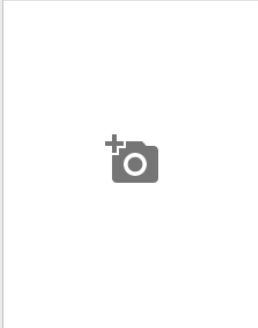**Purpose:** The following document provides instructions for populating final report cards with a student's promotion status. All updates for this process are made within the Student's **School** tab from the student dashboard.

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.

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.