

**Advancing/Retaining E Grade (E9, E7, E5 & E3) Students for the New Year  
When Students are Staying at the Same Building**

This document is for office staff in buildings where E grade students are enrolled. It tells, for the 2021-22 school year, what to do with these students' records in order for them to be put in the correct grade for the 2022-23 school year. **This needs to be completed prior to leaving for the school year** in order for the RESA's year-end process to work correctly

These field options are found in Student Profile, under the General/Profile tab [ST/TB/GE/PR/PR]:

**21-22 E9 Students:**

Current Grad Year = 2039

**If staying in E9:**

Retain = Yes

NY Grad Yr: 2040

Grad Req Base Yr: 2040

**Grade Information**

Grade/Grad Yr:	E9	2039	GLO:	
Advance:	No		Retain:	Yes
NY Grad Year:	2040		Graduated:	No
Grad Req Base Yr:	2040		Graduation Date:	

**If progressing to KG:**

Advance = Yes

NY Grad Yr: 2034

Grad Req Base Yr: 2034

**Grade Information**

Grade/Grad Yr:	E9	2039	GLO:	
Advance:	Yes		Retain:	No
NY Grad Year:	2035		Graduated:	No
Grad Req Base Yr:	2035		Graduation Date:	

**21-22 E7 Students:**

Current Grad Year = 2038

**If staying in E7:**

Retain = Yes

NY Grade Yr: 2039

Grad Req Base Yr: 2039

Grade Information	
Grade/Grad Yr: <input type="text" value="E7"/> <input type="text" value="2038"/>	GLO: <input type="text"/>
Advance: <input type="text" value="No"/> ▾	Retain: <input type="text" value="Yes"/> ▾
NY Grad Year: <input type="text" value="2039"/>	Graduated: <input type="text" value="No"/> ▾
Grad Req Base Yr: <input type="text" value="2039"/>	Graduation Date: <input type="text"/>

**If progressing to KG:**

Advance = Yes

NY Grade Yr: 2035

Grad Req Base Yr: 2035

Grade Information	
Grade/Grad Yr: <input type="text" value="E7"/> <input type="text" value="2038"/>	GLO: <input type="text"/>
Advance: <input type="text" value="Yes"/> ▾	Retain: <input type="text" value="No"/> ▾
NY Grad Year: <input type="text" value="2035"/>	Graduated: <input type="text" value="No"/> ▾
Grad Req Base Yr: <input type="text" value="2035"/>	Graduation Date: <input type="text"/>

**21-22 E5 Students:**

Current Grad Year = 2037

**If staying in E5:**

Retain = Yes

NY Grad Yr: 2038

Grad Req Base Yr: 2038

Grade Information	
Grade/Grad Yr: E5 2037	GLO: <input type="text"/>
Advance: No	Retain: Yes
NY Grad Year: 2038	Graduated: No
Grad Req Base Yr: 2038	Graduation Date: <input type="text"/>

**If progressing to KG:**

Advance = Yes

NY Grad Yr: 2035

Grad Req Base Yr: 2035

Grade Information	
Grade/Grad Yr: E5 2037	GLO: <input type="text"/>
Advance: Yes	Retain: No
NY Grad Year: 2035	Graduated: No
Grad Req Base Yr: 2035	Graduation Date: <input type="text"/>

**21-22 E3 Students:**

Current Grad Year = 2036

**If staying in E3:**

Retain = Yes

NY Grade Yr: 2037

Grad Req Base Yr: 2037

Grade Information	
Grade/Grad Yr: E3 2036	GLO: <input type="text"/>
Advance: No	Retain: Yes
NY Grad Year: 2037	Graduated: No
Grad Req Base Yr: 2037	Graduation Date: <input type="text"/>

**If progressing to KG:**

Advance = Yes

NY Grade Yr: 2035

Grad Req Base Yr: 2035

Grade Information	
Grade/Grad Yr: E3 2036	GLO: <input type="text"/>
Advance: Yes	Retain: No
NY Grad Year: 2035	Graduated: No
Grad Req Base Yr: 2035	Graduation Date: <input type="text"/>

*If no changes are made to the E grade students, this is what their new grade will be after the year end process is complete.*

- E9 will roll to E7
- E7 will roll to E5
- E5 will roll to E3
- E3 will roll to E1
- E1 will roll to KG

**\*reminder E3 students are GSRP only**

**\*reminder E5 students are ECSE students (typically associated with FTE)**