

**Advancing/Retaining E Grade (E9, E7, E5, E3) Students who will be  
Attending Kindergarten in a Different Building for the New Year**

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 **and building** for the 22-23 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 = 2040

**Progressing to KG:**

Advance = Yes

NY Grade Yr: 2035

Grad Req Base Yr: 2035

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

You will now need to change the student's Next Year Status to Inactive [ST/TB/EN/TB/EN]:

Entity 300	Save
Default Entity: Yes	Back
Status: Active	
Next Year Status: Inactive	

When the year end process is ran the student will be exited out of the current building.

The **Next Year Building** in which the student will be attending Kindergarten can enroll the student into their entity with an enrollment date of 7/1/XX. If enrolling the student BEFORE the year end process is ran the next year building will make the student's Current Year Status **Inactive** and Next Year Status **Active**. **DO NOT change the student's current grade (E9)**. This will automatically change to Kindergarten during the year end process.

Current Year Status:	Inactive
Next Year Status:	Active

**21-22 E7 Students:**

Current Grad Year = 2038

**Progressing to KG:**

Advance = Yes

NY Grad Yr: 2035

Grad Req Base Yr: 2035

**Grade Information**

Grade/Grad Yr: E7 2038

Advance: Yes

NY Grad Year: 2035

Grad Req Base Yr: 2035

GLO:

Retain: No

Graduated: No

Graduation Date:

You will now need to change the student's Next Year Status to Inactive [ST/TB/EN/TB/EN]:

**Entity 300**

Default Entity: Yes

Status: Active

Next Year Status: Inactive

Save

Back

When the year end process is ran the student will be exited out of the current building.

The **Next Year Building** in which the student will be attending Kindergarten can enroll the student into their entity with an enrollment date of 7/1/XX. If enrolling the student BEFORE the year end process is ran the next year building will make the student's Current Year Status **Inactive** and Next Year Status **Active**. **DO NOT change the student's current grade (E7)**. This will automatically change to Kindergarten during the year end process.

Current Year Status: Inactive

Next Year Status: Active

**21-22 E5 Students:**

Current Grad Year = 2037

**Progressing to KG:**

Advance = Yes

NY Grad Yr: 2035

Grad Req Base Yr: 2035

**Grade Information**

Grade/Grad Yr: E5 2037

Advance: Yes

NY Grad Year: 2035

Grad Req Base Yr: 2035

GLO:

Retain: No

Graduated: No

Graduation Date:

You will now need to change the student's Next Year Status to Inactive [ST/TB/EN/TB/EN]:

**Entity 300**

Default Entity: Yes

Status: Active

Next Year Status: Inactive

Save

Back

When the year end process is ran the student will be exited out of the current building.

The **Next Year Building** in which the student will be attending Kindergarten can enroll the student into their entity with an enrollment date of 7/1/XX. If enrolling the student BEFORE the year end process is ran the next year building will make the student's Current Year Status **Inactive** and Next Year Status **Active**. **DO NOT change the student's current grade (E5)**. This will automatically change to Kindergarten during the year end process.

Current Year Status: Inactive

Next Year Status: Active

**21-22 E3 Students:**

Current Grad Year = 2036

**Progressing to KG:**

Advance = Yes

NY Grade Yr: 2035

Grad Req Base Yr: 2035

You will now need to change the student's Next Year Status to Inactive [ST/TB/EN/TB/EN]:

When the year end process is ran the student will be exited out of the current building.

The **Next Year Building** in which the student will be attending Kindergarten can enroll the student into their entity with an enrollment date of 7/1/XX. If enrolling the student BEFORE the year end process is ran the next year building will make the student's Current Year Status **Inactive** and Next Year Status **Active**. **DO NOT change the student's current grade (E3)**. This will automatically change to Kindergarten during the year end process.

*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)**