

# Elementary changing Next School, Grade, Program, Program 1, and Session

The steps in this quick reference will guide you through the steps to prepare your database for next year. It includes Next School, Next Grade, Next Program, Next Program 1, and Next Session.

1. From the Navigation Tree, select **Student Data > Demographics**.
2. Click the **Change** button (bottom of screen).
3. In the **Next Schl** field, select the school the student will be attending next year.

If the student's **next school** is identical to the Next ResSchl, leave the Next IntDist field blank.

4. In the **Next Grd** field, enter the grade the student will be in next year (e.g., current grade 1<sup>st</sup>, next grade 1<sup>st</sup> due to retention).

The value in the **Next Grd** field must match the **grade range** of the next school.

**NOTE** - If the student is being retained, enter Yes in the Repeat Grade field.

5. In the **Next Prog** field, select the program code the student will be in next year.
6. Click the **Update** button (bottom of the screen) to save the changes.
7. For Pre-K and Kindergarten only: If necessary, change the Next YR Session code in **Student Data > Supplemental** screen.

Summer Sch	NextGrid	Next YR Session
<input type="text" value="0"/>	<input type="text" value="0086"/>	<input type="text" value=""/> ▼
Miscellaneous Data		

8. Click the **Update** button (bottom of screen) to save your changes.

**NOTE:** If you know that a student is not returning to the district next year, select **999 Out of District** in the Next School field (Student Data > Demographics screen) and change the **End of Year Status** to the appropriate exit reason code and **Next Schl** to **999 Out of District** (Student Data > Demographics > Student Data 2 screen).

End of Year		
Status	Next Schl	Code
<input type="text" value=""/> ▼	<input type="text" value="0"/>	<input type="text" value=""/> ▼