

**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]:

**24-25 E9 Students:**

Current Grad Year = 2042

**Progressing to KG:**

Advance = Yes

NY Grad Yr: 2038

Grad Req Base Yr: 2038

**Grade Information**

Grade/Grad Yr:

Advance:

NY Grad Year:

Grad Req Base Yr:

GLO:

Retain:

Graduated:

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:

Status:

Next Year Status:

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:

Next Year Status:

**24-25 E7 Students:**

Current Grad Year = 2041

**Progressing to KG:**

Advance = Yes

NY Grad Yr: 2038

Grad Req Base Yr: 2038

Grade Information	
Grade/Grad Yr: <input type="text" value="E7"/> <input type="text" value="2040"/>	GLO: <input type="text"/>
Advance: <input type="text" value="Yes"/>	Retain: <input type="text" value="No"/>
NY Grad Year: <input type="text" value="2038"/>	Graduated: <input type="text" value="No"/>
Grad Req Base Yr: <input type="text" value="2038"/>	Graduation Date: <input type="text"/>

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

Entity 300	
Default Entity: <input type="text" value="Yes"/>	<input type="button" value="Save"/>
Status: <input type="text" value="Active"/>	<input type="button" value="Back"/>
Next Year Status: <input type="text" value="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 (E7)**. This will automatically change to Kindergarten during the year end process.

Current Year Status: <input type="text" value="Inactive"/>
Next Year Status: <input type="text" value="Active"/>

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**24-25 E5 Students:**

Current Grad Year = 2040

**Progressing to KG:**

Advance = Yes

NY Grade Yr: 2038

Grad Req Base Yr: 2038

**Grade Information**

Grade/Grad Yr:	E5	2039	GLO:	
Advance:	Yes		Retain:	No
NY Grad Year:	2038		Graduated:	No
Grad Req Base Yr:	2038		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

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### 24-25 E3 Students:

Current Grad Year = 2039

### Progressing to KG:

Advance = Yes

NY Grade Yr: 2037

Grad Req Base Yr: 2037

Grade Information

Grade/Grad Yr:	E3	2038	GLO:	
Advance:	Yes		Retain:	No
NY Grad Year:	2038		Graduated:	No
Grad Req Base Yr:	2038		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.

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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.

Current Year Status: Inactive

Next Year Status: Active

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*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)**