Advancing/Retaining E Grade (E9, E7, E5, E3) Students who will be Attending Kindergarten in a <u>Different Building</u> 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 <u>and building</u> for the 22-23 school year. <u>This needs to be completed prior to leaving for the school year</u> in order for the RESA's year-end process to work correctly

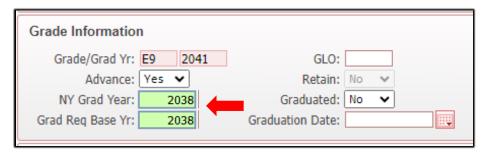
These field options are found in Student Profile, under the General/Profile tab [ST/TB/GE/PR/PR]:

24-25 E9 Students:

Current Grad Year = 2042

Progressing to KG:

Advance = Yes NY Grade Yr: 2038 Grad Req Base Yr: 2038



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 (E9)**. This will automatically change to Kindergarten during the year end process.

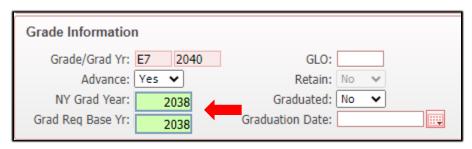


24-25 E7 Students:

Current Grad Year = 2041

Progressing to KG:

Advance = Yes NY Grade Yr: 2038 Grad Req Base Yr: 2038

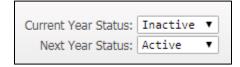


You will now need to change the student's Next Year Status to Inactive [ST/TB/EN/TB/EN]:



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 <u>Inactive</u> and Next Year Status <u>Active</u>. <u>DO NOT change the student's current grade (E7)</u>. This will automatically change to Kindergarten during the year end process.



24-25 E5 Students:

Current Grad Year = 2040

Progressing to KG:

Advance = Yes
NY Grade Yr: 2038
Grad Req Base Yr: 2038

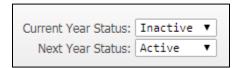


You will now need to change the student's Next Year Status to Inactive [ST/TB/EN/TB/EN]:



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 (E5)**. This will automatically change to Kindergarten during the year end process.

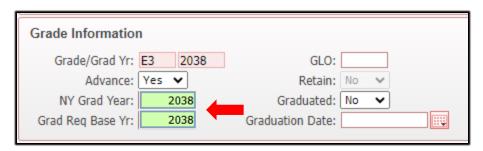


24-25 E3 Students:

Current Grad Year = 2039

Progressing to KG:

Advance = Yes NY Grade Yr: 2037 Grad Req Base Yr: 2037



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.



<u>If no changes are made to the E grade students</u>, 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)