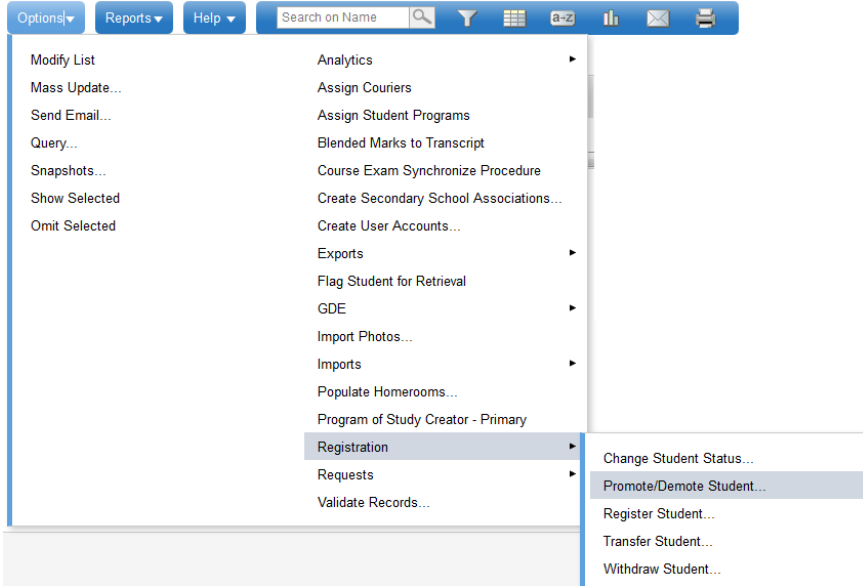




Changing Grade Level and Year of Graduation

1. Click **Student Top Tab**
2. Find the student, click **Options**, then **Show Selected**
3. Click **Options**, then **Registration**, then **Promote/Demote Student**



4. Complete dialogue box as shown:

Promote/Demote Student

Name	1. Confirm Student Name		
Current Primary School	South Kamloops Secondary		
Date	<input type="text"/>		2. Select date to promote/demote student
Reason	<input type="text"/>		3. Select double promote or repeat
Year of graduation *	<input type="text"/>	Grade level	<input type="text"/> 4. Enter Year of Grad

5. Save

If the student has an IEP then the date you use here **MAY** affect the grade level on the printed IEP. Consult your school LART to determine the best date to use.