



## **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

Options ▼ Reports ▼ Help	🗸 Search on Name 🔍 Y 🏢 🔤 🎼
Modify List	Analytics •
Mass Update	Assign Couriers
Send Email	Assign Student Programs
Query	Blended Marks to Transcript
Snapshots	Course Exam Synchronize Procedure
Show Selected	Create Secondary School Associations
Omit Selected	Create User Accounts
	Exports
	Flag Student for Retrieval
	GDE ►
	Import Photos
	Imports •
	Populate Homerooms
	Program of Study Creator - Primary
	Registration Change Student Status
	Requests Promote/Demote Studen
	Validate Records Register Student
	Transfer Student
	Withdraw Student

4. Complete dialogue box as shown:

## Promote/Demote Student

Name	1. Confirm Student Name	
Current Primary School	South Kamloops Secondary	
Date	2. Select date to promote/demote student	
Reason	Q 3. Select double promote or repeat	
Year of graduation *	Grade level 4. Enter Year of Grad	
🖺 Save 🗙 Cance	el 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.