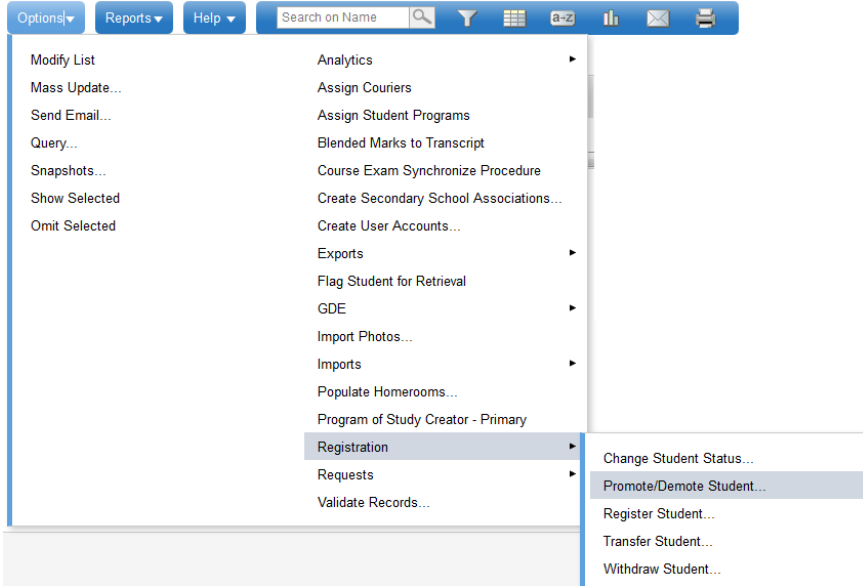## Changing Grade Level and Year of Graduation

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:

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.