



**Elementary Pre-Transition**

Recommendation: This process needs to be done for all students at your school. **Be systematic (a grade at a time or a homeroom at a time).**

**Student Top Tab. Field Set:** *SD73 Pre Transition.*

Select the group of students you are working with. Use the filter *Grade = ?* or *Homeroom = ?*. Make sure the search is based upon *Primary Active Students*

For example:

**Search criteria**

Homeroom

Search based on

The fields that must to be updated:

1. *Academic Track*, if it is blank, it needs to be changed to *Standard*

- a. Click **Options**, then **Mass Update**. Complete the fields as shown. Click **Update**

Field

Value

2. *NextSki > Name* field needs to be changed to the name of the school the student is attending next year

- a. Click **Options**, then **Modify List**
- b. Click  under the field: *NextSki > Name*

**Search for next school**

**Delete Next School**

**NextSki > Name**

- i. For each student, review and adjust the entry as necessary.
- ii. When finished with the page (35 students), save
- iii. When finished reviewing & modifying the grade/homeroom. Click **Options**, then **Modify List** to remove the  from the fields.

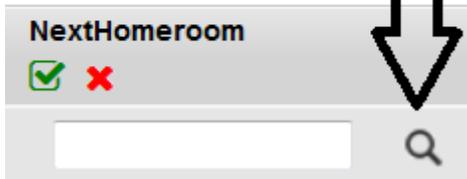


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Optional Fields. Some elementary schools may wish to enter students into next year's homeroom prior to the end of year.

1. *NextHomeroom* field can be changed to next year's homeroom
  - a. Click **Options**, then **Modify List**
  - b. Click  under the field: *NextHomeroom*

**Enter or Select  
Homeroom**



- i. For each student, review and adjust the entry as necessary.
- ii. When finished with the page (35 students), save 
- iii. When finished reviewing & modifying the grade/homeroom. Click **Options**, then **Modify List** to remove the  from the fields.

When finished, change your filter back to *Primary Active Students*. Sort (and then double sort) the *Academic Track* and *NextSkl > Name* fields ensuring that there are no empty fields.