

Changing Programs or Grades during the School Year

If the program or grade needs to be changed due to a data entry error, go to section “**Correcting an Error in Program or Grade for a Single or Group of Students**” later in this document.

Changing a Program or Grade for Academic Reasons

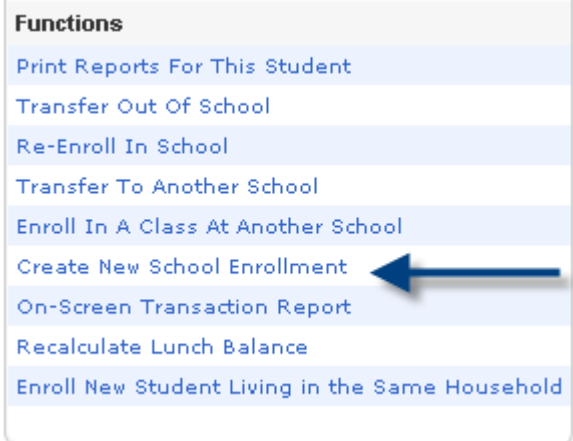
1. On the students page under **Enrolment**, click **Functions**.
2. Click **Create New School Enrolment**.

1 [Net Access](#)
[SEOP Review](#)

Enrollment

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[Functions](#) ←
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[Transfer Info](#)

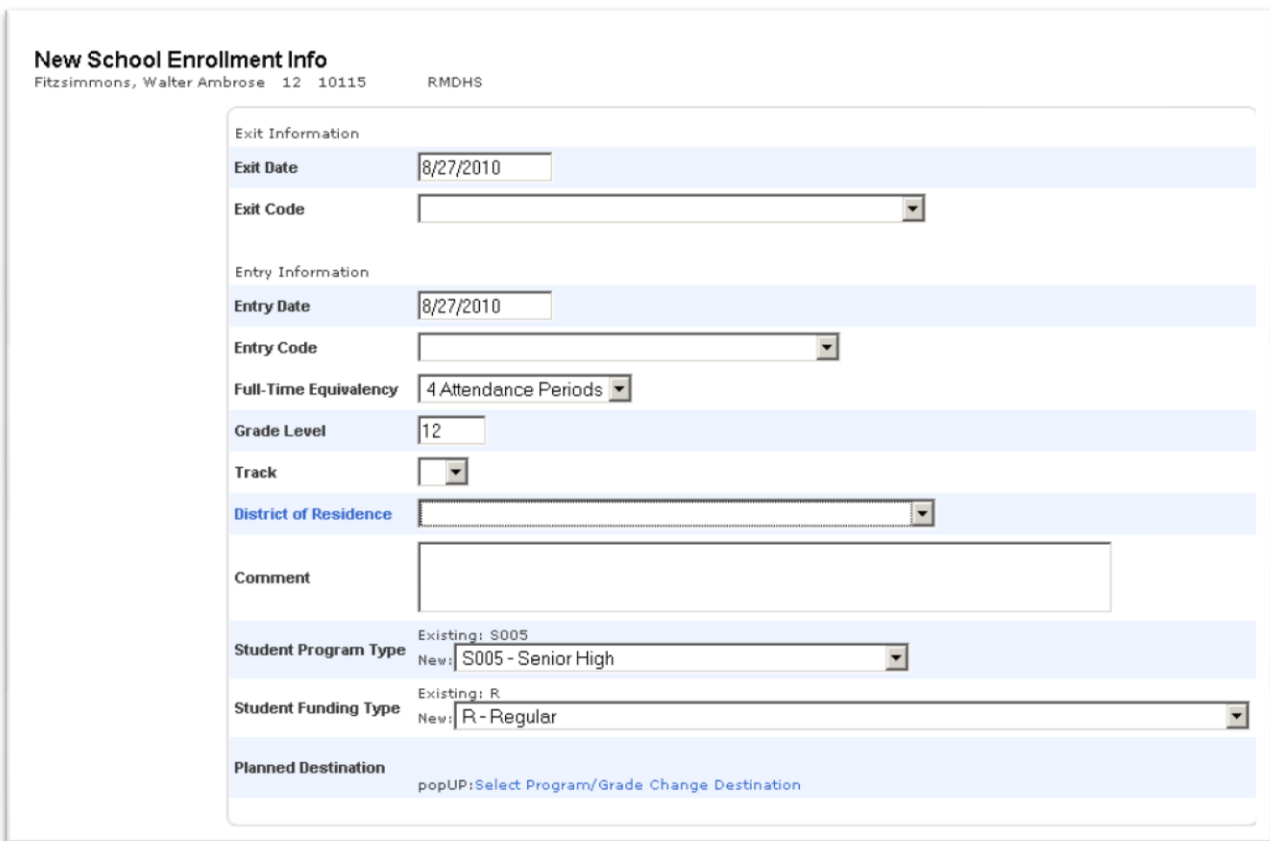
2



3. The exit date is pre populated with today's date; change this date to the day AFTER the last day of attendance in this program or grade. If no attendance has been taken for today in the current program or grade then use today's date.
4. Set the **Exit Code** to **CHAN (Change Pgms or Grades during the year)**.
5. Set the **Entry Code** to **RP (re-enrolled in different program/grade)**.
6. The **Entry Date** is first day of attendance in the new program or grade (most likely the same date as the exit date).
7. Change either the student's
 - a. *Grade level*
 - b. *Student Program Type*

CHANGING PROGRAMS OR GRADES

For academic reasons and to correct an error



New School Enrollment Info
Fitzsimmons, Walter Ambrose 12 10115 RMDHS

Exit Information
Exit Date: 8/27/2010
Exit Code: [dropdown]

Entry Information
Entry Date: 8/27/2010
Entry Code: [dropdown]
Full-Time Equivalency: 4 Attendance Periods [dropdown]
Grade Level: 12
Track: [dropdown]
District of Residence: [dropdown]

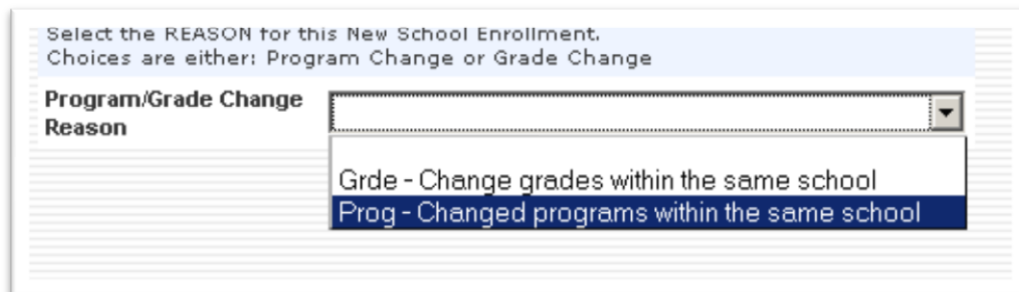
Comment: [text area]

Student Program Type: Existing: S005
New: S005 - Senior High [dropdown]

Student Funding Type: Existing: R
New: R - Regular [dropdown]

Planned Destination: popUP: Select Program/Grade Change Destination

8. Click **Select Program/Grade Change Destination**. (Located on the bottom of the page.)
9. Select either “**Grde**” if changing the grade or “**Prog**” if changing the program.



Select the REASON for this New School Enrollment.
Choices are either: Program Change or Grade Change

Program/Grade Change Reason: [dropdown]

Grde - Change grades within the same school
Prog - Changed programs within the same school

10. Click on **Submit** (which appears after you make a selection).
11. Click **Close**.
12. On the **New School Enrolment** screen click **Submit**.

Correcting an Error in Program or Grade for a Single or Group of Students

1. Select your group of students.
 - a. If you need to narrow down your selection, from the **Functions** menu, click on **Select Students by Hand**.
 - b. If you have only one student, select the grade level he/she is in, and then from the **Functions** menu, click **Select Students by Hand** and select your student.
2. Once you have the student(s) you need to correct, from the **Functions** menu select **Student Field Value**.
3. Select either “grade_level” or “ns_program” as the field to change. The figure below shows a correction for the program code for three students:

The screenshot shows a web form titled "Student Field Value". At the top, a yellow box indicates "3 students are selected". Below this is a table with two columns: "Option" and "Value". The first row is "Field To Change (Fields)" with the value "ns_program". The second row is "New Field Value" with the value "S005". Below the table are two checkboxes: "Clear Field Value" and "Do not overwrite existing data.", both of which are unchecked. A warning message reads "WARNING: This change is irreversible." At the bottom right is a "Submit" button. A callout box on the right side of the form has three arrows pointing to the "3 students are selected" box, the "ns_program" field, and the "S005" field, with corresponding text labels.

Option	Value
Field To Change (Fields)	ns_program
New Field Value	S005

Clear Field Value
Insert * to use the current field value with the new field value.

Do not overwrite existing data.

WARNING: This change is irreversible.

Submit

Three students selected

Field name for the program code

The correct program code

4. Enter the new value for the grade or the program; leave the two check boxes unchecked/clear.
5. Click **Submit**.
6. A confirmation window appears; **check** the student(s) you are changing, **check** the old data you are changing and **check** that the new data is correct. Remember, once this

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data is submitted it cannot be reversed.


3 students are selected


Field To Change	ns_program
New Field Value	S005 Clear Field Value is Off
Options	Do not overwrite existing data is Off

WARNING: This change is irreversible.

	Last, First	Old ns_program	New ns_program
1.	Anderson, Sheila	S015	S005
2.	Auclair, Hattie	S015	S005
3.	Avery, Kylee	S015	S005







7. Click **Submit**.