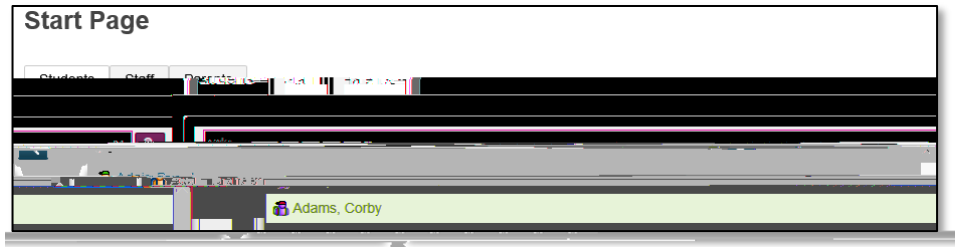


Changing or Correcting a Grade Level

1. Search for and select the student.



2. From the left menu, under Enrollment choose Transfer Info.



3. Select the most recent enrollment date to open the Current Enrollment.

4. On the editing screen, change the Grade Level.

5. Click Submit.

This change is now in place.

