

ASPEN GUIDE

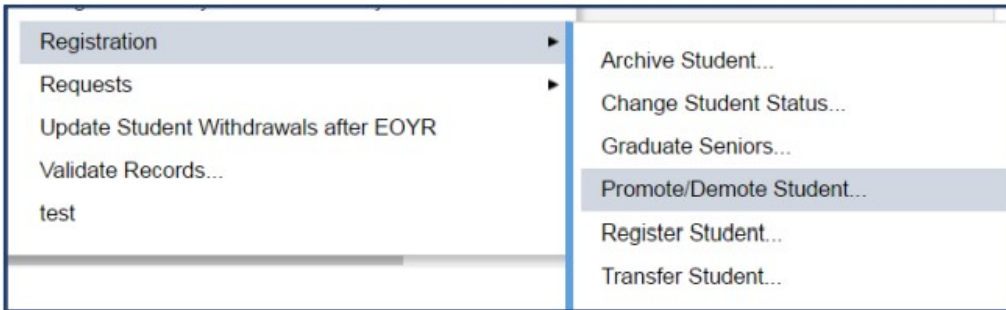
Changing a Student Year of Grade (Promote/Demote)

The Year of Graduation (YOG) can only be changed for an Active student. See *Changing a Student's Registration Status* for details on how to change a student Status to Active, and then change them back to their proper status once the YOG has been updated.

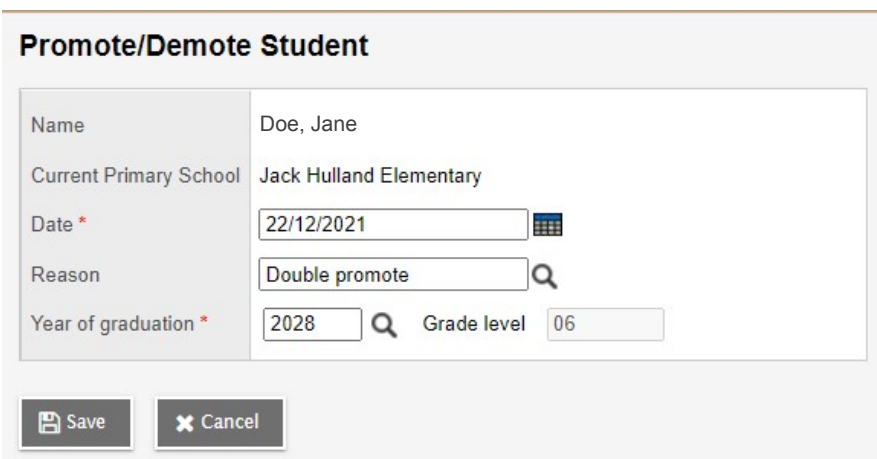
To change a YOG for a student:

School or District view > Student top tab

1. Select the checkbox by the name of the student.
2. From the **Options** menu, select **Registration > Promote/Demote Students**



3. The *Promote/Demote* wizard will pop up. Enter the date that the change is to take place, the reason and the new YOG. The Grade Level will auto populate.
 - Double promote - bump up a grade
 - Repeat - go back a grade

A screenshot of a 'Promote/Demote Student' wizard form. The form has a title 'Promote/Demote Student' at the top. Below the title, there are several input fields: 'Name' with the value 'Doe, Jane'; 'Current Primary School' with the value 'Jack Hulland Elementary'; 'Date *' with a date picker set to '22/12/2021'; 'Reason' with a dropdown menu showing 'Double promote'; and 'Year of graduation *' with a date picker set to '2028'. To the right of the 'Year of graduation' field is a 'Grade level' field with the value '06'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

4. Save to make the changes

View the change in the *Student top tab > select student > Membership side tab > Enrollment sub side tab*. All changes to Year of Graduation are indicated with a **Y**. PSR Entry/Exit Grade is not applicable here and can be left blank.