Grade Reassignments in JCampus

The steps below provide instructions of how to reassign grade levels in JCampus for students who need a grade level change. Instructions of how to exit 5th and 8th grade students who need a grade reassignment and are enrolled at a site with a grade configuration of PK-5 or 6-8 are provided on the last page of this document.

- 1. Locate the student in Student Master, by clicking on the **Find button** located at the bottom of the Student Master Program or use the **Search box** located at the top right corner of the Student Master Program by entering the student's name or student ID number.
- 2. Click in the Leave Date box, then select leave code "20 15 E Exit grade for re-assignment to another grade". The leave date should reflect the date the student's grade level was changed. The image to the right is an example of how the student's record should look in Student Master after the student is dropped.

- 3. Once the student has been dropped, reenroll the student by doing the following:
 - While still on the student's record in Student Master, click Action, then Reenroll.
 - Put a check mark next to each application data to load to your system.

Student Master R	e-Enroll				X
Warning: You are distributed, and dis be used without pr	about to access sensiti sposed of in accordanc ior authorization of the	ve Personally Ide e with all local, s student`s parent	entifiable Information tate, and federal p /guardian.	on (PII). It is to be controlled, handle rivacy laws. This information shall r	ed, iot
This Option will ch selection.	eck the Statewide or D	istrict database f	or similar student	names. A list will be provided for	
1. Must have nam	e or partial name enter	ed on the Studer	t Master main scr	een. J	
 Must cneck app 	Demographics	your system beid	W.		
	Discipline				
	Transcript				
	Attendance				
	Grades				
	Test Scores				
	IBC				
Choose a district t master setup wind than the district on district selected be similar names set	o search for students b ow then the selected <u>d</u> your student master s low. If "ALL" is selecte forth in the student ma	elow. If the distri istrict data wareh etup window the d then the compl ster as reference	ct selected is the s <u>ouse</u> is engaged. In the <u>state wide da</u> ete state wide data d in item one abov	same as your district on the student If the district selected is different <u>ata warehouse</u> is engaged for the a warehouse is searched for ve	
017 East Baton R	ouge - ebr			~	
		ОК	Cancel		



Entry Date :	E1 08/08/2024	
Leave Date :	20 08/08/2024	
Country Entry :		
SBLC Code :		
School :		
District :	017	*
Year :	2425	~
Next Zone :	Address not in any School Zones	囗
Next School :	Address not in any School Zones	



Grade Reassignments in JCampus

Click on the enrollment record with the exit code of **20**.

Last Name 🔹 First	Name	Middle Name	Suffix	SIDNO	Grade	Birth Date	School	ECode	EDate	LCode	LDate	D	Year	Reco
								E1	2024-08-08	20	2024-08-08	017	2425	14444.
								E1	2023-11-01			017	2324	14411.
1 lick student in list for re	view Data	will be retrieved fro	m the con	dina distric	t and nia	III ced in the for	m balow for co	rtification befo	vro data je pla	cod in rev	oluing system	When	cortain t	this is the
correct student, click the	import bu	tton.	il ule selle	ung usur	a anu pia	iced in the for	III below for ce	runcation beit	ne data is pia	ceumred	erving system	. when	Certain	unis is une
- Import Screen														
Student Name :									Studer	it Grade :				
Guardian Name :											4			
Father Name :														-4
Mother Name :														
Resides With Name :													0	
	v	Use Previous Addr	ess	Allow	transfer	from sending	school without	leave code						
							Apt/Lot/Ste :							
Student Address :														

Import the student as normal, but make sure to enter the student's reassigned grade. After pressing **OK**, the ReEnrollment Widow will appear. The school's site name and site code will default as the student's new school. Select the entry code of "GR C4 Re-Entry for Re-assignment for Another", enter the student's New Grade Level, use the enrollment date of the same day the student was exited, then press OK.

ReEnrollment Window	×
Please choose a new school for this student.	
	5
Please choose a new Entry Code for this student.	
GR	*
Please choose a new Grade for this student.	
[
Please choose the new Enrollment Date	
Aug 🗸 08 🗸 2024 🖌 📼	
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4 111	>

Below is an example of how the student's enrollment record should appear in Student Master once the student is re-enrolled with the school.



E

Entry Date :	GR 08/08/2024	
Leave Date :		
Country Entry :		
SBLC Code :		
School :		
District :	017	~
Year :	2425	~
Next Zone :	Address not in any School Zones	\square
Next School :	Address not in any School Zones	

Grade Reassignments in JCampus

Below is an example of how the student's enrollment records should appear on the Enroll History tab in Student Master.

Y., *	Dis	G.,	Sch	SASID	School Name	Entry Code	EDate	Entry Co	Leave Code	LDate
2425	017					GR C4 Re-Entry for Re-assignme	08/08/2024			
2425	017					E1 E1 Original enrollment within s	08/08/2024		20 15 E Exit Grade for re-assignm	08/08/2024

Instructions of how to exit 5th and 8th grade students who need a grade reassignment and are enrolled at a site with a grade configuration of PK-5 or 6-8.

- If the student is being promoted to the 6th or 9th grade, the Elementary or Middle school should drop the student with a leave code of "77 08 E SBLC Decision" and the leave date should reflect the day the student's grade was reassigned.
- The receiving middle or high school should enroll the student with an entry code of "SB C2 SBLC Decision" and the entry date should be the date the student enrolled with the new site.



Entry Date :	E1 08/08/2024	
Leave Date :	77 08/08/2024	
Country Entry :		
SBLC Code :		
School :		
District :	017	~
Year :	2425	~
Next Zone :	Address not in any School Zones	\square
Next School :	Address not in any School Zones	



Entry Date :	SB 08/08/2024	
_eave Date :		
Country Entry :		
SBLC Code :		
School :		
District :	017	~
Year :	2425	~
Next Zone :	Address not in any School Zones	Ш
Next School :	Address not in any School Zones	

Below is an example of how the student's enrollment records should appear on the Enroll History tab in Student Master.

Y	•	Dis	GD	Sch	SASID	School Name	Entry Code	EDate	Entr	Leave Code	LDate
242	25	017	06			Receiving School	SB C2 SBLC Decision	08/08/2024			
242	25	017	05			Sending School	E1 E1 Original enrollment within s	08/08/2024		77 08 E SBLC Decision	08/08/2024