

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.

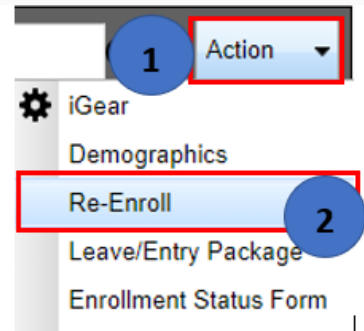
1. Locate the student in Student Master, by clicking on the **Find button** located at the bottom of the Student Master Program or use the **Search box** located at the top right corner of the Student Master Program by entering the student's name or student ID number.

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.

The screenshot shows a student record in Student Master. The 'Leave Date' field is highlighted in red and contains '20 08/08/2024'. The 'Leave Code' field is also highlighted in red and contains '20 15 E Exit grade for re-assignment to another grade'. Other fields include 'Entry Date: E1 08/08/2024', 'Country Entry', 'SBLC Code', 'School', 'District: 017', 'Year: 2425', 'Next Zone: Address not in any School Zones', and 'Next School: Address not in any School Zones'. A 'NO IMAGE' watermark is visible over a silhouette icon.

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.

The screenshot shows the 'Student Master Re-Enroll' dialog box. It contains a warning about PII, instructions for selection, and a list of application data to load. The 'Re-Enroll' option is highlighted with a blue circle with the number '3'. The application data checkboxes are: Demographics, Discipline, Transcript, Attendance, Grades, Test Scores, and IBC. The 'District' dropdown is set to '017 East Baton Rouge - ebr'. The 'OK' button is highlighted with a red box.

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...

- Import the student as normal, but make sure to enter the student’s reassigned grade. After pressing **OK**, the ReEnrollment Window 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**.

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.


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.

1. 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.
2. 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

Next School : Address not in any School Zones



Entry Date : SB 08/08/2024

Leave Date :

Country Entry :

SBLC Code :

School :

District : 017

Year : 2425

Next Zone : Address not in any School Zones

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
2425	017	06			Receiving School	SB C2 SBLC Decision	08/08/2024			
2425	017	05			Sending School	E1 E1 Original enrollment within s...	08/08/2024		77 08 E SBLC Decision	08/08/2024