

HOW TO RETAIN STUDENTS IN GRADE IN MAPLEWOOD

This document explains how to retain students in their current grade when moving to the next school year. By default, all students are stepped to the next grade level in Maplewood when Initialize Scheduling is run by SIS Coordinators in March or April. After that, in April-May, schools need to follow the steps below to retain students, if required, in their current grade. Otherwise they will “move on” when the system is rolled on to the next school year. This is fine for most students but there may be a few that are not moving up a grade.

By default, all students will move on to next grade. By default, grade 12 students are set to exit the school at the end of this year. If there are students who should not move on, follow steps below to keep them in the same grade next year.

Retaining students that are in the final grade offered by the school

Students who are in the last grade in the school (highest grade level in elementary, middle school or high school) will have **This Year Only** status after Initialize Scheduling has been run. This means that this is their *last year* in the school and they will no longer show up in the system next fall. If the student is actually going to return next fall (often the case for grade 12 students), then you must change the Status to **This Year and Next** before the school year has ended.

The screenshot shows the 'Student Records - Akkak (Anaviapik), Charley' window. The 'Status' field is circled in red and labeled 'This Year Only'. A callout box points to this status with the text: 'This Year Only status indicates that this student will leave this school in the next summer'.

Student Records - Akkak (Anaviapik), Charley

File Student View Help

Letters: **AKV** 101593
Status: **This Year Only**
Home School: **Yes**
GN Student no.: **454915485**

No Picture
(Click here to add a picture)

Birthdate: **09/27/1994** Age: **19**
Gender: **Male** Grade: **12**
Def. Chars: **0 0 0 0**
Homeroom: **Not Assigned**

Ethnicity: **Inuit**

Other Schools

Step To Another Student
By Grade
Previous Next Select

Assessments
Exams Choices Notepads Custom Fields Transportation Library Discipline Locker

Biographics Family/Contacts Emergency Enrolment Attendance History Timetable Achievement

Mailing Address
& Leesie Cloutier-Ellsworth
109 Dupont Street
Alberta
(867) 730-8208

Custody
Special Custody? **No**
Custodian: **None**
Lives With: **None**
Legal Guardian: **None**

Parents
Cloutier-Ellsworth Cell: (867) 682-5137
Leesie Akkak Cell: (867) 373-9801

This Year
Homeroom: **Not Assigned**
Advisor Group:
Todd Janes
Grade: **12**

Emergency

Name Custody Print Edit

05/16/2014 04:05 PM

Figure 1: Grade 12 student has This Year Only status, indicating he will not return next fall

1. Go to **Student Records**, search for the student and open his/her record
2. Go to **Enrolment** tab and click **Edit**
4. Set **Status** to **This Year and Next Year**, check that **Registration Entry Status** says **Continuous Registration** and then click **OK**.

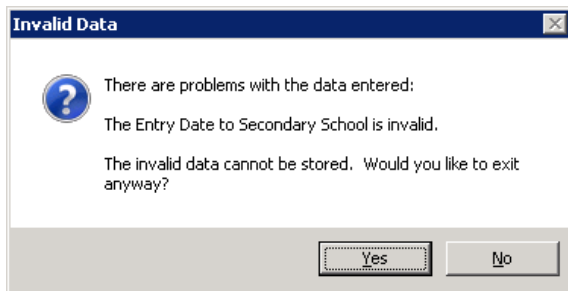
**Set Status to This Year
and Next Year**

**Set Registration Entry
Status to 100- Continuous
Registration**

Click OK

Errors

If you get this error message, click **No** and fill in the **Entry Date to Secondary School** date to your best knowledge. That date defines when the student first entered secondary school.



Retaining other students in their current grade

If the student is not in the final grade but the school wants to retain him/her in the current grade, there is no need to change the **Status** as it will already be set to **This Year and Next**. Only the value for **Next Year Grade** needs to be changed.

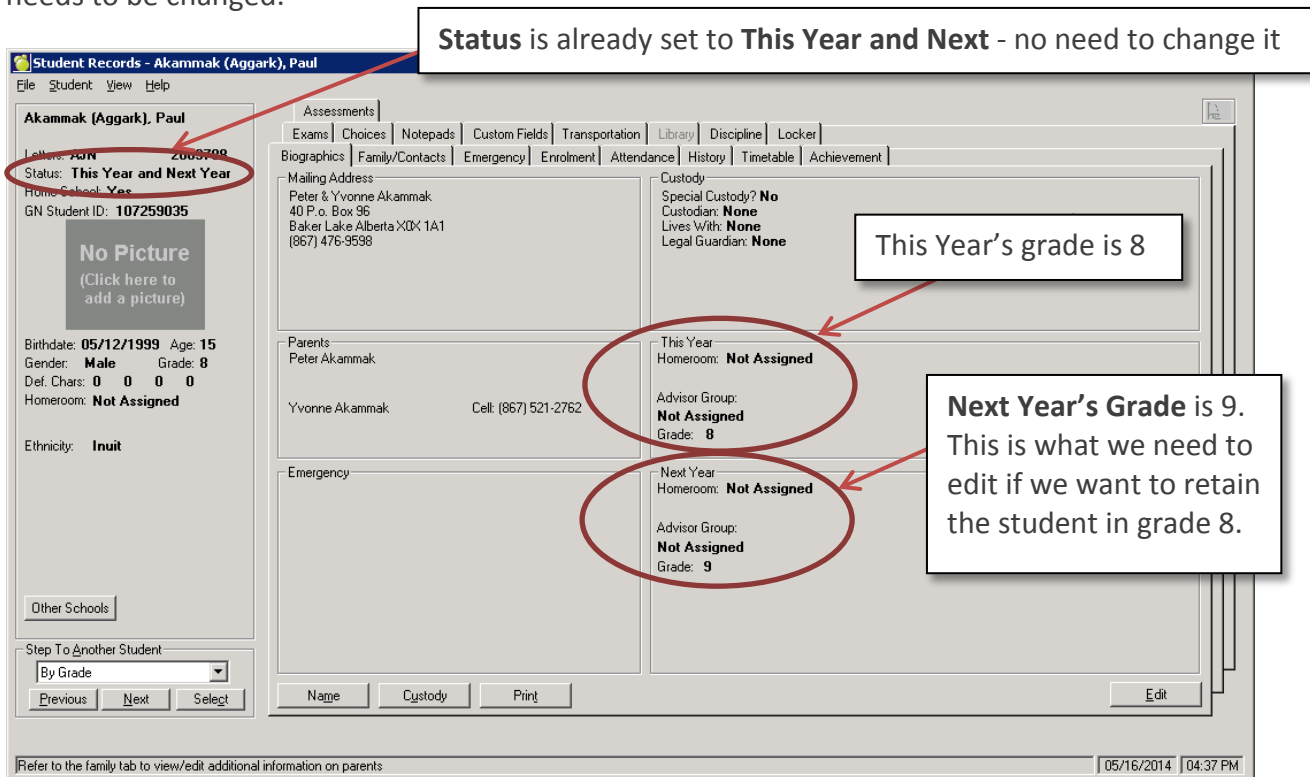


Figure 2: This student will be promoted from grade 8 to grade 9 next year in the same school.

1. Go to **Student Records**, search for the student and open his/her record
2. Go to **Biographics** tab and click **Edit**
4. Change Grade under **Next Year** to be the same as this year's grade
5. Click **OK**

The image shows two side-by-side screenshots of a software window titled "Edit Bio. - Akammak, Paul (P...)". The window contains several fields for student information:

- Date of Birth:** 05/12/1999
- Gender:** Male
- This Year:**
 - Grade: 8
 - Homeroom: NA NA Not Assigned
 - Advisor Group: Not Assigned
- Next Year:**
 - Grade: 9 (in the left screenshot) / 8 (in the right screenshot)
 - Homeroom: NA NA Not Assigned
 - Advisor Group: Not Assigned
- Defined Characters:** Four dropdown menus, each showing 0.
- Buttons:** OK and Cancel.

A red arrow points from the "Next Year" Grade dropdown in the left screenshot to the same dropdown in the right screenshot, indicating a change from 9 to 8. In the right screenshot, the "Next Year" Grade dropdown and the "OK" button are circled in red.

What happens next?

Once the Maplewood system is rolled over to the next school year in the summer by the SIS Coordinators, the following things take place:

1. Any students with **This Year Only** status will go to **Past Students** on June 30
2. **Next Year Grade** becomes the student's current grade
3. Students with **This Year and Next Year** Status will remain in the Present Students register. In other words, these students will stay at your school.

What if a student goes to Past Students in the summer but I want him/her back to present students?

No problem. Use **Add New Students** in the fall to add the student back to your present student register.