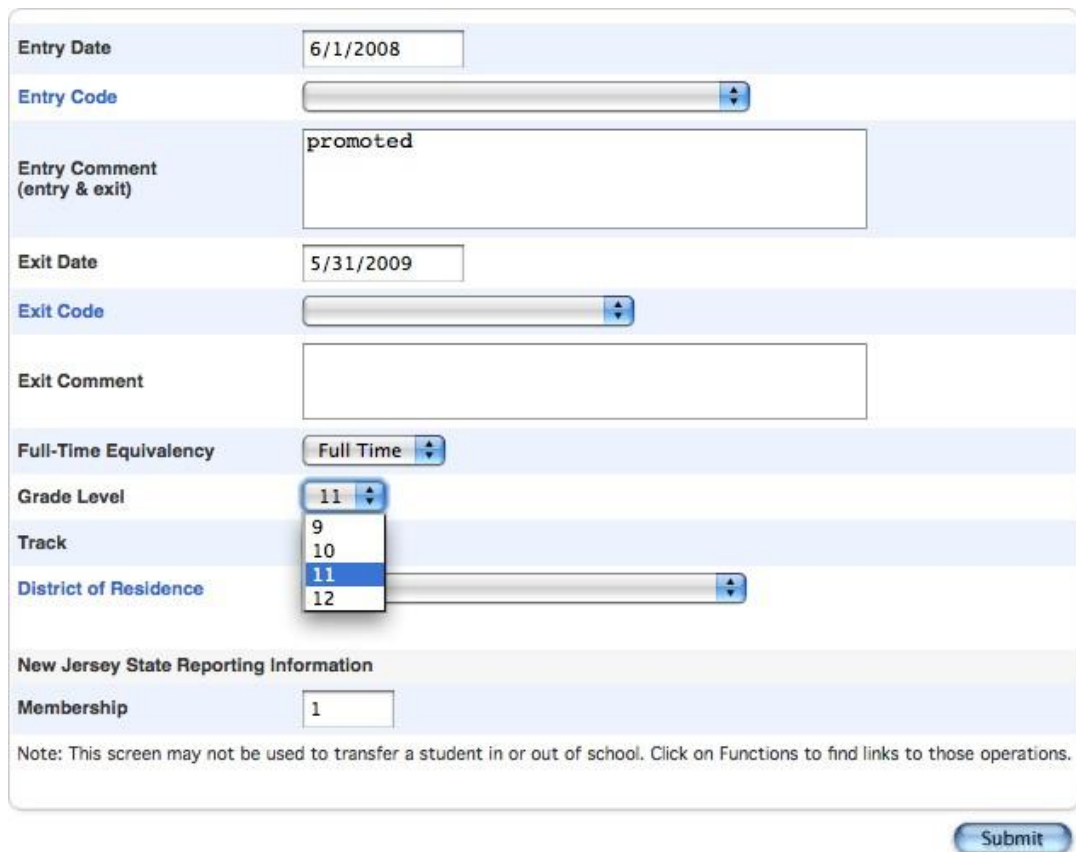


## Change Student Grade Level

This article describes how to change the current grade level for a single student.

### Changing the Grade Level for a Single Student

1. On the Start Page, search for and select the appropriate student.
2. Select the student's **Transfer Info** page.
3. Select the student's current enrollment.
4. Select a new grade level from the **Grade Level** pop-up menu.



Entry Date	6/1/2008
Entry Code	
Entry Comment (entry & exit)	promoted
Exit Date	5/31/2009
Exit Code	
Exit Comment	
Full-Time Equivalency	Full Time
Grade Level	11
Track	
District of Residence	11
New Jersey State Reporting Information	
Membership	1

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

Submit

5. Click **Submit**.

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