

## EARLY COMPLETION / LEAVE

1. Complete a **Single New Entry** in Historical Grades. Mark Type = Course Mark


New Stored Grade   

Mark Type	<input checked="" type="radio"/> Course Mark <input type="radio"/> Evaluated Mark
School name	Ridgevalley School
School year	2018 (example: for 1998-1999 school year, enter 1998)
Store code	<input type="text"/> *
Hist. grade level	11

## Alberta Information for Course Mark (Synchronized with PASI)

Course Mark requires a valid course-section (course enrollment) on the stored grade.

Mark Assignment Date

9/11/2018  \*

2. Edit the details of the new stored grade by clicking on the grade in Historical Grades and then selecting the Associated section hyperlink OR Go to the "All Enrollments" page and select **Edit** next to the added enrollment

Year/Term	Grd Lvl	Course number	Course	Earned Credit	Q1	S1	DIP	O(B)M
18-19 S1	11	AGR1100	Agriculture Technology	1.00	85	85		
<b>Term ID</b>				2801				
<b>School year (Term)</b>				2018-2019 (Semester 1)				
<b>Store code</b>				S1				
<b>Hist. grade level</b>				11				
<b>Associated section</b>				<a href="#">AGR1100-99 (Teacher, myown, Exp. P6(W))</a>				
<b>Course number</b>				AGR1100	(Synchronized with PASI)			

## All Enrollments

18-19 S1 (2801) (AGR1100.99) Agriculture Technology 18(C) Teacher, myown 09/04/2018 01/31/2019 View [Edit](#)


3. Edit the Funding Requested Flag to = “Yes” and the Status to = “COM”

### Edit Enrollment Record

Alberta Information	
Diploma Course	No
Career Technology Studies	CTS - None
Funding/Delivery Schedule	REG - Semester course for credit
Primary Delivery Method	REG - Regular
Instruction Language	EN - English
French Instruction Hours	
Funding Requested	Yes <input type="button" value="v"/> (Synchronized with PASI)
Course Enrollment Status	COM - Complete <input type="button" value="v"/> (Synchronized with PASI)
Instruction Minutes Received	<input type="text"/> (Synchronized with PASI)
Dual Enrollment	No <input type="button" value="v"/> (Synchronized with PASI)
External Credential Eligible	No <input type="button" value="v"/>
Exam Writing Center (Override)	<input type="text"/>

4. Go to the **Modify Schedule** page and drop the student from the class using an exit date that is either the same or +1 day of the Mark Assignment Date.

### Drop Classes

Per	Term	Crs-Sec	Course
E6	S1	AGR1100-99	Agriculture Technology
			Exit Date <input type="text" value="09/11/2018"/> 

- Review the results of the change(s) in the **Student's Profile** to ensure accuracy in reporting
- Review the student's Core Alerts to make sure there are none
- Repeat the above steps for each course completed early
- Approve Marks (See Attachment 5)