

Next Year School, Next Year Grade and Year of Graduation

All students must have these fields filled in so that they will roll over to their next school/ grade during the End of Year Process.

There are 3 ways to fill in these fields:

- Field Value Update
- Quick Export into Excel and then send the spreadsheet to your district contact to import back into PS (remember to include the Student_Number in the export and some chocolate for your District person to import this for you!)
- Fill in the student's Scheduling Set-up information individually

Scheduling

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Scheduling Setup

Required Settings	
Next Year Grade	3
Priority	0
Schedule This Student	<input type="checkbox"/>
Allow student to submit requests	<input type="checkbox"/>
Year of Graduation	2021 optional
Summer School Indicator	None
Note for Summer School Admin	<input type="text"/>
Next School Indicator	Ponoka Elementary School
Summer School Indicator	<div style="border: 1px solid gray; padding: 2px;"> None None Lacombe Outreach Summer School Ponoka Outreach Summer School WestCountry Outreach Summer School </div>
Note for Summer School Admin	<input type="text"/>

1. Go to the **Scheduling Set-up** screen
2. Fill in **Next Year Grade**
3. Use the table on the following page to fill in the **Year of Graduation—optional**
4. Choose the correct **Next School Indicator** from the dropdown
5. If the student is going to attend Summer school, choose the correct **Summer School Indicator** from the dropdown

8/15/2018

Year of Graduation Table

Current	School Year	Graduation Year	School Year	Graduation Year	School Year	Graduation Year	School Year	Graduation Year
	ECS	2018-2019	2031	2019-2020	2032	2020-2021	2033	2021-2022
1	2018-2019	2030	2019-2020	2031	2020-2021	2032	2021-2022	2033
2	2018-2019	2029	2019-2020	2030	2020-2021	2031	2021-2022	2032
3	2018-2019	2028	2019-2020	2029	2020-2021	2030	2021-2022	2031
4	2018-2019	2027	2019-2020	2028	2020-2021	2029	2021-2022	2030
5	2018-2019	2026	2019-2020	2027	2020-2021	2028	2021-2022	2029
6	2018-2019	2025	2019-2020	2026	2020-2021	2027	2021-2022	2028
7	2018-2019	2024	2019-2020	2025	2020-2021	2026	2021-2022	2027
8	2018-2019	2023	2019-2020	2024	2020-2021	2025	2021-2022	2026
9	2018-2019	2022	2019-2020	2023	2020-2021	2024	2021-2022	2025
10	2018-2019	2021	2019-2020	2022	2020-2021	2023	2021-2022	2024
11	2018-2019	2020	2019-2020	2021	2020-2021	2022	2021-2022	2023
12	2018-2019	2019	2019-2020	2020	2020-2021	2021	2021-2022	2022

Current Grade	School Year	Graduation Year	School Year	Graduation Year	School Year	Graduation Year	School Year	Graduation Year
	ECS	2022-2023	2035	2023-2024	2036	2024-2025	2037	2025-2026
1	2022-2023	2034	2023-2024	2035	2024-2025	2036	2025-2026	2037
2	2022-2023	2033	2023-2024	2034	2024-2025	2035	2025-2026	2036
3	2022-2023	2032	2023-2024	2033	2024-2025	2034	2025-2026	2035
4	2022-2023	2031	2023-2024	2032	2024-2025	2033	2025-2026	2034
5	2022-2023	2030	2023-2024	2031	2024-2025	2032	2025-2026	2033
6	2022-2023	2029	2023-2024	2030	2024-2025	2031	2025-2026	2032
7	2022-2023	2028	2023-2024	2029	2024-2025	2030	2025-2026	2031
8	2022-2023	2027	2023-2024	2028	2024-2025	2029	2025-2026	2030
9	2022-2023	2026	2023-2024	2027	2024-2025	2028	2025-2026	2029
10	2022-2023	2025	2023-2024	2026	2024-2025	2027	2025-2026	2028
11	2022-2023	2024	2023-2024	2025	2024-2025	2026	2025-2026	2027
12	2022-2023	2023	2023-2024	2024	2024-2025	2025	2025-2026	2026