

## **Changing Promotion Status on the Elementary Report Card**

Each student's promotion status will be printed at the bottom of the term 2 report card. Unless it is changed for an individual student, the promotion status will read:

(Next year's) Grade Placement: Promoted to the next grade level.

ESIS "school users" – usually school secretaries – can use the instructions that follow to change the promotion status to:

(Next year's) Grade Placement: As discussed at conference.

Classroom teachers should notify the secretary of any students who should get the optional status (students who are retained or skip a grade.)

### **Instructions for changing the default promotion status**

1. Gather the names of students who will get the alternate promotion status from classroom teachers or the principal.
2. After the first week of June, log into eSIS.
3. From the main screen, pull down the "School" menu and select "Mark information" and "Student promotion entry".
4. A list of all students in your school (current as of June 8) will appear with the default promotion status "Next grade level" opposite each name.
5. Use the pop-up window to change individual students' messages to the alternative – "As discussed at conf".
6. Click on the "Save" button.
7. Click on the "Exit" button.
8. Suggestion: Double check to be sure only (and all) of the correct students' messages have been changed.
9. Suggestion: Notify teachers that you have made the changes and suggest that when they have printed the cards, they check each one to be sure the correct message is displayed.