

## Making Grade Changes in SIRS so that they work in both SIRS and SAIS

The key is that the Grade Value history effective dates and the Status dates for the ET and WT must MATCH. The status codes of ET – Grade Transfer In and WT – Grade Transfer Out are not sent to SAIS, but SIRS needs them for the ADM report which you will use to reconcile to SAIS.

When a student is in a grade level for only a day or two, it is not necessary to go through this process. Most schools only do grade changes when the student is in a grade level for more than 10 days before changing. Anything less than 10 days is usually considered a mistake and is corrected by adjusting the value history effective date on Grade Level. If this occurs, change the grade in SIRS and when prompted for an effective date, select the Friday before school started as the effective date. Using a date outside of the school year ensures that SIRS knows it was a mistake to have the student in the old grade and SIRS will send the necessary transactions to SAIS to correct the error there too.

Old Value	Date Changed	New Value	Date Effective	User Name
11	05/18/2005 03:13:06 PM	12	08/06/2004 03:12:00 PM	SYSADMIN

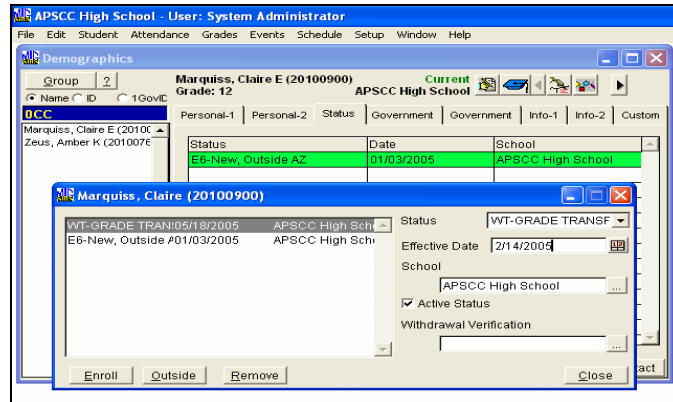
Note that the old value still exists because SIRS needs it to correct SAIS. The key is that the effective date is outside of the current school year. If there are multiple records with the same effective date, keep only one. It must have the correct old value and the correct new value.

For true grade changes, follow these steps:

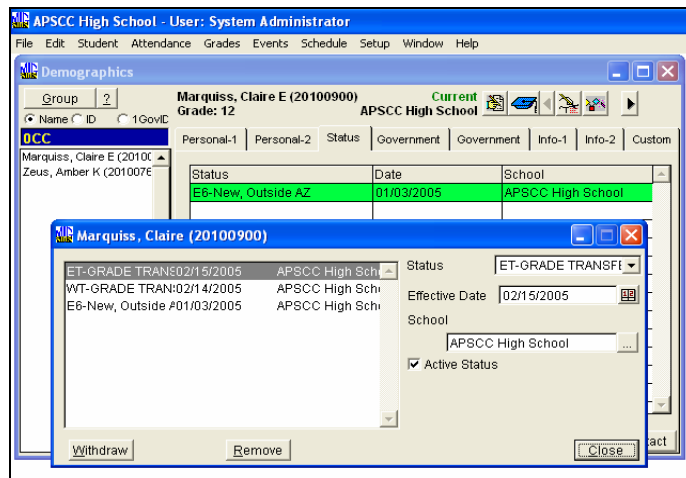
1. Modify the Grade level field to the new grade level. When prompted, enter the effective date. Use the date the student first attends in the new grade level. View Value History on Grade Level by right mouse clicking on the Grade Level field and select Value History from the menu.

Old Value	Date Changed	New Value	Date Effective	User Name
11	05/18/2005 03:13:06 PM	12	08/01/2004 12:46:00 PM	SYSADMIN

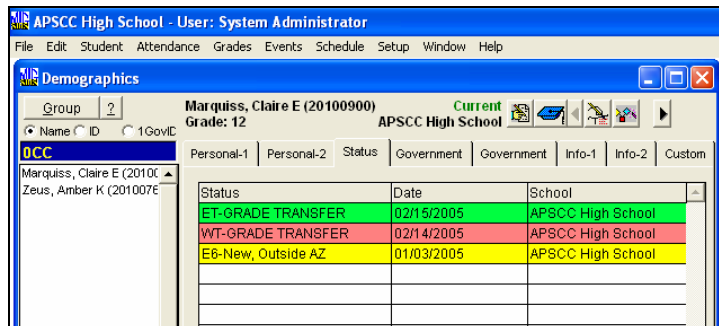
- On the Status Tab, click the Edit Button to adjust the status codes. First, click on Withdraw and select WT from the list. The effective date is the last school day the student was in the old grade.



- Don't Close the form yet! If prompted about deleting absences after the WT date, say NO!
- Next, click on the Enroll button and select ET. Use the same effective date for the ET as you used in Value History for the Grade Effective date.



- Now you can close the form. The status screen should look like this, the key is that the ET date matches the Grade value history effective date. If your school schedules and the student was enrolled in different classes as a result of the grade change, be sure the effective date on the class changes matches the effective date of the ET.



Final Note: If your school has multiple tracks and the tracks have different LEA Calendars but the same school number (CTDS Code) there is a slight difference in the procedure.

- When a student has a grade change that causes the student to change tracks, instead of using WT to withdraw the student, use WK – Track Change.
- Instead of using ET to enroll the student, use EK – Track Change.
- The effective date on Grade Value history must match the effective date on the EK.
- The student's track must also be changed, and the value history effective date must match the EK effective date. Sometimes it is not possible to modify the track on the demographics screen (it may be grayed out). If so, the track can be modified via Global Update on Track.
  - Backup SIRS
  - Be careful to select the student specifically rather than the group
  - Change the track and put in the correct value history date
  - Too scary? Give us a call, we are happy to help!