

Changing a Student's Grade Level

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1. From the START page in PowerSchool, select the student whose grade level needs to be changed.
2. Select that student's records and click on Transfer Info from the Enrollment section of the side menu
3. When the enrollment page opens, you will see the current enrollment information. Click on the blue "enrollment date" link.
4. The enrollment page will open and you will see the drop down menu box to change the student's grade level.

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