

How do I make sure the 'Grade Applying For' is correct for a student that is repeating a grade?

Updated Jul 16, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your implementation or account manager for additional information.

DEMO: CLIENT

Student 61769: Green, Rebecca - Student (8-B), Soccer-JV-G, csf, Relative ...

ENR CHECKLIST

ENROLLMENT TYPE: Re-Enrollment (Grade Level dropdown: Grade 9, Grade Applying For)

ENROLLMENT YEAR: 17-18

ENROLLMENT STATUS: RE: Re-Enrolled

ENROLLMENT COMPLETE...

CAMPUS: Edgewater Campus

Year	Checklist Item	Enr/Item	Required	Checklist Item Due Date	Checklist Item Completed Date	Checklist Item Complete	Checklist Item Notes	Update Date
17-18	Deposit	E/R	<input checked="" type="checkbox"/>		02/24/17	<input checked="" type="checkbox"/>	Check #1224	12/02/20 13:1
17-18	Household Profile Update Form	E/R	<input checked="" type="checkbox"/>		02/24/17	<input checked="" type="checkbox"/>		12/08/20 15:1
17-18	Likely to Re-Enroll	R	<input type="checkbox"/>			<input type="checkbox"/>		
17-18	Not Likely to Re-Enroll	R	<input type="checkbox"/>			<input type="checkbox"/>		
17-18	(Re)Enrollment on Hold	E/R	<input type="checkbox"/>			<input type="checkbox"/>		
17-18	Medical Information	R	<input checked="" type="checkbox"/>		02/24/17	<input checked="" type="checkbox"/>		12/02/20 12:5
17-18	Enrollment Agreements and Policies	E/R	<input checked="" type="checkbox"/>		02/24/17	<input checked="" type="checkbox"/>		12/02/20 12:5

It is important to know which Grade Applying For value you should set for a student that is repeating a grade. To check this, perform the following steps:

1. On a student's detail screen, navigate to the **Enrollment Checklist** tab.
2. Edit the Grade Level field to reflect the correct grade they are applying for.
 - o Although the field is labeled "Grade Level", if you hover over the dotted line you will see that this also represents 'Grade Applying For'.
3. Click **Update**.
4. Once you update this information, it reflects on their re-enrollment.