

How can I schedule a student back into class they were previously transferred from?

Updated Jul 15, 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. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

DEMO: CLIENT

System Class Enrollment: Green, Rebecca - IBMathematics

UPDATE

GENERAL

Last Modified: Fri, Jan 29, 2021 at 5:09pm by paul.clemens@veracross.com Audit Log

Details

LATE DATE ENROLLED

DATE WITHDRAWN 12/31/16

ENROLLMENT LEVEL N/A

Attendance

TOTAL UNEX TARDIES

TOTAL UNEX ABSENCES

Report Cards/Transcripts

EXCLUDE FROM REPORT ... NO

EXCLUDE FROM TRANSCR... NO

Add Record...

Grading Period	Grade: Calculated	Grade: Posted	Letter Grade	Other Numeric Grade	Exam Grade	Other Grade 1	Other Grade 2	Status	Std Comments	Comments	Update Date	Update User
MQ1	22	22	5			--	--	--				
Q1	22	3 3	1			--	--	--			09/28/20 17:2...	vc.demo.faculty
MQ2	26	26	6			--	--	--				
Q2	26	4 4	1			--	--	--			09/28/20 17:2...	vc.demo.faculty
MSS1						--	--	--				
MQ3	26	26	6			--	--	--				
Q3	26	3 3	1			--	--	--			09/28/20 17:2...	vc.demo.faculty

15 records

Because the system is not prepped to handle swapping back and forth with enrollments, we do not have a standard workflow for these kinds of changes.

To do this, you'll need to perform the following steps on General tab the student's class enrollment records:

1. Populate the 'Withdrawn Date' field for the class the student was initially transferred into, but is now leaving.
2. Remove the 'Withdrawn Date' from the first class they were enrolled in but are now returning to.
 - o This tells the system that the first class this student was enrolled in is now the current one while acknowledging that they are no longer enrolled in the second class they were moved to before.
3. Toggle the 'Exclude from Report Card' and 'Exclude from Transcript' flags from 'ON' to 'OFF' for the class they are moving back into so that the grades appear on the grade report documents as expected.