

How can I add a new "current grade level" for admissions if we do not have that grade level in our school?

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. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your implementation or account manager for additional information.

ID	School Level	Grade Level	Long Description	Abbreviation	Grade Index	Years To Graduation	Primary Block Group	Active	Total Students	Allow Re-Enrollment	Student Portal Enabled	Enable Portal Schedules	Enable Portal Progress Reports	Enable Portal Report Cards	Enable Portal Attendance Reports	Display Course Enrollment Document
<input type="checkbox"/>	25	Preschool	Pre-School	Pre-School	PK	1	14	<Default>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	22	Preschool	Nursery	Nursery	N	1	15	<Default>	<input checked="" type="checkbox"/>	15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	21	Preschool	Pre-K	Pre-Kindergarten	PK	2	14	<Default>	<input checked="" type="checkbox"/>	64	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	20	Lower School	Kindergarten	Kindergarten	K	3	13	Lower School	<input checked="" type="checkbox"/>	69	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1	Lower School	Grade 1	First Grade	1	4	12	Lower School	<input checked="" type="checkbox"/>	85	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	Lower School	Grade 2	Second Grade	2	5	11	Lower School	<input checked="" type="checkbox"/>	81	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	Lower School	Grade 3	Third Grade	3	6	10	Lower School	<input checked="" type="checkbox"/>	78	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4	Lower School	Grade 4	Fourth Grade	4	7	9	Lower School	<input checked="" type="checkbox"/>	90	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5	Lower School	Grade 5	Fifth Grade	5	8	8	Grade 5	<input checked="" type="checkbox"/>	86	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6	Middle School	Grade 6	Sixth Grade	6	9	7	Middle School	<input checked="" type="checkbox"/>	108	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	7	Middle School	Grade 7	Seventh Grade	7	10	6	Middle School	<input checked="" type="checkbox"/>	129	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	8	Middle School	Grade 8	Eighth Grade	8	11	5	Middle School	<input checked="" type="checkbox"/>	109	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9	Upper School	Grade 9	Ninth Grade	9	12	4	Upper School	<input checked="" type="checkbox"/>	112	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	10	Upper School	Grade 10	Tenth Grade	10	13	3	Upper School	<input checked="" type="checkbox"/>	114	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	11	Upper School	Grade 11	Eleventh Grade	11	14	2	Upper School	<input checked="" type="checkbox"/>	124	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	12	Upper School	Grade 12	Twelfth Grade	12	15	1	Upper School	<input checked="" type="checkbox"/>	117	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Currently, grade level collections within the admissions module references your school's [Grade Levels](#) – specifically, whether they are active or inactive. We advise that you take some time to consider what grade levels should exist for your school during implementation, as adding new grade levels after your database is live could potentially cause issues.

To add a new grade level, please reach out to your account manager by submitting a ticket through the client support portal. Once the grade levels are added, you'll be able to add these as options on the appropriate collection.

Note: these grade levels do not need to be set as active, which helps to keep them from displaying in

various places in the system.
