

Adding Kindergarten for Next Year Prior to End of Current Year

When adding Kdgn students for next year prior to the end of year roll over there are a couple of things to consider;

1. Is the student already in our Skyward database anywhere? For these students you want to make certain you **do not** create a new student, ALWAYS pull in the existing student to the new school with an enrollment date for *next school year*. (Possibly some of the students at Washington ECSE)
2. For students who have not been in our district database you will:
 - Enter the student using new Grad Yr 202_
 - Enter the basic student information and enroll these students with a start date reflecting next school year. (2 days prior)
 - You want their CY status to be inactive and NY status to be Active.
 - You want CY member to be NO.
 - When enrolling new students take care to connect to the existing family if the student has siblings in the district.
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3. When the end of the year process is complete they will become KG for the year 20??.