

## Promotion / Bulk Enrollment Quick Reference

Task	Completed	Initials
Task #1 - Verify District codes needed for Promotion/Bulk Enrollment are setup correctly in 21/22 and 22/23.	<input type="checkbox"/>	
Task #2 - Review and Create Building Progression Track. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Student Promotion</a></u> » <u><a href="#">Building Progression Tracks</a></u>	<input type="checkbox"/>	
Task #3 - Verify Building codes needed for Promotion/Bulk Enrollment are setup correctly in 21/22 and 22/23. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Grade Level Administration</a></u> » <u><a href="#">Building Grade Levels</a></u>	<input type="checkbox"/>	
Task #4 - OPTIONAL: Create an Ad Hoc Membership Group to use to bulk assign progression tracks to students. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Student Promotion</a></u> » <u><a href="#">Bulk Assign Building Progression Tracks</a></u>	<input type="checkbox"/>	
Task #5 - Perform Promotion in 21/22 to set the New School field on each student's Profile - Additional tab. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Student Promotion</a></u> » <u><a href="#">Student Promotion</a></u>	<input type="checkbox"/>	
Task #6 - Perform Bulk Enrollment in the 22/23 school for the first time. <u><a href="#">StudentInformation</a></u> » <u><a href="#">Management</a></u> » <u><a href="#">School Administration</a></u> » <u><a href="#">Student Promotion</a></u> » <u><a href="#">Student Bulk Enrollment</a></u>	<input type="checkbox"/>	