

Next Year School, Next Year Grade and Year of Graduation

All students must have these fields filled in so that they will roll over to their next school/grade during the End of Year Process.

There are 3 ways to fill in these fields:

- Field Value Update
- Quick Export into Excel and then send the spreadsheet to your district contact to import back into PS (remember to include the Student_Number in the export)
- Fill in the student's Scheduling Set-up information individually

Scheduling

[Bell Schedule View](#)
[List View](#)
[Matrix View](#)
[Modify Schedule](#)
[Request Management](#)
[Scheduling Setup](#)

1. Go to the **Scheduling Setup** screen
2. Fill in **Next Year Grade**
3. Use the table on the following page to fill in the **Year of Graduation**
4. Choose the correct **Next School Indicator** from the dropdown
5. If the student is going to attend Summer school, choose the correct **Summer School Indicator** from the dropdown

Scheduling Setup

Required Settings	
Next Year Grade	3
Priority	0
Schedule This Student	<input type="checkbox"/>
Allow student to submit requests	<input type="checkbox"/>
Year of Graduation	2021
Summer School Indicator	None
Note for Summer School Admin	
Next School Indicator	Ponoka Elementary School
Summer School Indicator	None
Note for Summer School Admin	None Lacombe Outreach Summer School Ponoka Outreach Summer School West Country Outreach Summer School

Year of Graduation Table

Current	School Year	Graduation Year	School Year	Graduation Year	School Year	Graduation Year	School Year	Graduation Year
	ECS	2016-2017	2029	2017-2018	2030	2018-2019	2031	2019-2020
1	2016-2017	2028	2017-2018	2029	2018-2019	2030	2019-2020	2031
2	2016-2017	2027	2017-2018	2028	2018-2019	2029	2019-2020	2030
3	2016-2017	2026	2017-2018	2027	2018-2019	2028	2019-2020	2029
4	2016-2017	2025	2017-2018	2026	2018-2019	2027	2019-2020	2028
5	2016-2017	2024	2017-2018	2025	2018-2019	2026	2019-2020	2027
6	2016-2017	2023	2017-2018	2024	2018-2019	2025	2019-2020	2026
7	2016-2017	2022	2017-2018	2023	2018-2019	2024	2019-2020	2025
8	2016-2017	2021	2017-2018	2022	2018-2019	2023	2019-2020	2024
9	2016-2017	2020	2017-2018	2021	2018-2019	2022	2019-2020	2023
10	2016-2017	2019	2017-2018	2020	2018-2019	2021	2019-2020	2022
11	2016-2017	2018	2017-2018	2019	2018-2019	2020	2019-2020	2021
12	2016-2017	2017	2017-2018	2018	2018-2019	2019	2019-2020	2020

Current Grade	School Year	Graduation Year	School Year	Graduation Year	School Year	Graduation Year	School Year	Graduation Year
	ECS	2020-2021	2033	2021-2022	2034	2022-2023	2035	2023-2024
1	2020-2021	2032	2021-2022	2033	2022-2023	2034	2023-2024	2035
2	2020-2021	2031	2021-2022	2032	2022-2023	2033	2023-2024	2034
3	2020-2021	2030	2021-2022	2031	2022-2023	2032	2023-2024	2033
4	2020-2021	2029	2021-2022	2030	2022-2023	2031	2023-2024	2032
5	2020-2021	2028	2021-2022	2029	2022-2023	2030	2023-2024	2031
6	2020-2021	2027	2021-2022	2028	2022-2023	2029	2023-2024	2030
7	2020-2021	2026	2021-2022	2027	2022-2023	2028	2023-2024	2029
8	2020-2021	2025	2021-2022	2026	2022-2023	2027	2023-2024	2028
9	2020-2021	2024	2021-2022	2025	2022-2023	2026	2023-2024	2027
10	2020-2021	2023	2021-2022	2024	2022-2023	2025	2023-2024	2026
11	2020-2021	2022	2021-2022	2023	2022-2023	2024	2023-2024	2025
12	2020-2021	2021	2021-2022	2022	2022-2023	2023	2023-2024	2024