

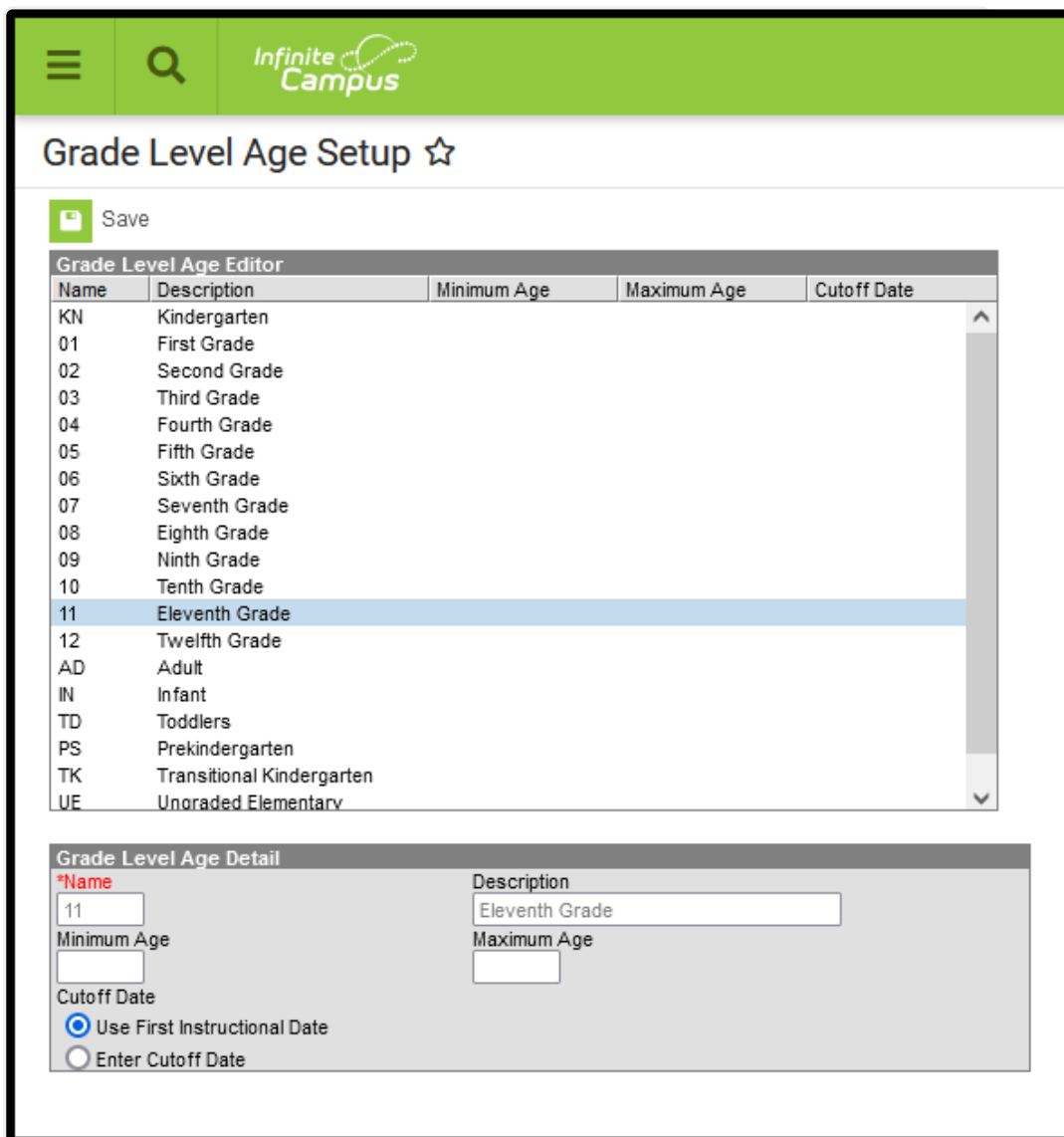
Grade Level Age

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Tool Search: Grade Level Age Setup

The Grade Level Age Setup tool ensures students are being enrolled into the appropriate grade level based on their date of birth and age. When information is added to a grade level, informational warnings display to those enrolling students (building secretaries, counselors, registrars, etc.) stating the selected grade level may not be appropriate.



The screenshot shows the 'Grade Level Age Setup' interface. At the top is a green header with the Infinite Campus logo and a search icon. Below the header, the title 'Grade Level Age Setup' is followed by a star icon. A 'Save' button is located on the left. The main section is titled 'Grade Level Age Editor' and contains a table with the following columns: Name, Description, Minimum Age, Maximum Age, and Cutoff Date. The table lists various grade levels from Kindergarten (KN) to Ungraded Elementary (UE). The 'Eleventh Grade' row (ID 11) is currently selected. Below the table is a 'Grade Level Age Detail' section for the selected grade. It includes input fields for Name (11), Description (Eleventh Grade), Minimum Age, and Maximum Age. There is also a 'Cutoff Date' section with two radio buttons: 'Use First Instructional Date' (which is selected) and 'Enter Cutoff Date'.

Name	Description	Minimum Age	Maximum Age	Cutoff Date
KN	Kindergarten			
01	First Grade			
02	Second Grade			
03	Third Grade			
04	Fourth Grade			
05	Fifth Grade			
06	Sixth Grade			
07	Seventh Grade			
08	Eighth Grade			
09	Ninth Grade			
10	Tenth Grade			
11	Eleventh Grade			
12	Twelfth Grade			
AD	Adult			
IN	Infant			
TD	Toddlers			
PS	Prekindergarten			
TK	Transitional Kindergarten			
UE	Ungraded Elementary			

Grade Level Age Detail

*Name: Description:

Minimum Age: Maximum Age:

Cutoff Date:

☒ Use First Instructional Date

☐ Enter Cutoff Date

Grade Level Age Setup

See the [District Settings Tool Rights](#) article for information on available tool rights.

Things to Know

- The list of grade levels is populated from the [Grade Level Definitions](#) list, which only allows users at the state or district level to modify existing grade levels. When new grade levels are needed, contact Campus Support for guidance.
- Grade level ages need to be entered at the district level. This applies the age to all schools in the district. Verify there is no school selected in the Context editor (toolbar).
- Grade level ages automatically roll forward from year to year when using the Calendar Wizard.
- Grade level age restrictions can be overwritten by marking the **Exclude from Grade/Age Validation** checkbox on the [Grade Levels](#) editor.
- Age parameters in State Edition installations cannot be published to District Edition.
- Grade levels must be mapped to a State Grade Level. This is done on the [Grade Levels](#) tool (State Grade Level Code). Once that field is populated, the mapping rolls forward with the calendar.

Grade Level Age Editor

Field	Description
Name	Displays the name of the grade as entered on the Grade Level Definitions tab. This field cannot be modified.
Description	Displays the description of the grade as entered on the Grade Level Definitions tab. This field cannot be modified.
Minimum Age	<p>Indicates the lowest possible age the student can be for enrollment into the selected grade.</p> <p>This entered value must be lower than the entered value for the Maximum Age field.</p> <p>This field is not required. However, when the Cutoff Date option is set to Enter Cutoff Date, the Minimum Age field OR the Maximum Age field must be populated.</p>
Maximum Age	<p>Indicates the highest possible age the student can be for enrollment into the selected grade.</p> <p>This entered value must be higher than the entered value for the Minimum Age field.</p> <p>This field is not required. However, when the Cutoff Date option is set to Enter Cutoff Date, the Minimum Age field OR the Maximum Age field must be populated.</p>

Field	Description
Cutoff Date	<p>Determines what value is used to verify the appropriate grade level for the student's age.</p> <ul style="list-style-type: none"> • Use First Instructional Date - calculation is based on the first calendar day marked as Instruction. • Enter Cutoff Date - calculation is based on the date entered in the mm/dd field. This date may be a district preference or a state mandate (September 30, First Friday, etc.). When the cutoff date is July 1, enter 07/01.

Assign Age to Grade Level

1. Select a grade level from the Grade Level Age Editor. A **Grade Level Age Detail** editor displays.
2. Enter the **Minimum Age** for the grade level.
3. Enter the **Maximum Age** for the grade level.
4. Select the **Cutoff Date** option, either **Use the First Instructional Date** or **Enter a Cutoff Date**.
5. When using **Enter a Cutoff Date**, enter the appropriate date for the grade level in mm/dd format (i.e., July 1 = 07/01).
6. Click the **Save** icon when finished.

Verify Age Level is Enforced

When the Grade Level Age fields are populated, and the Grade Level is not marked to exclude this verification, the process of enrolling a student alerts the user when the entered birth date of the student does not meet the requirements of the grade level.

In the following example, a registrar at the Central Enrollment Office is using the Student Locator to enroll a new student as a senior in the local high school. Grade 12 has been set to have a minimum age of 17 and a maximum age of 20, with a cutoff date of September 30.

Grade Level Age Detail

*Name	Description
12	Grade 12
Minimum Age	Maximum Age
17	20
Cutoff Date	
<input type="radio"/> Use First Instructional Date <input checked="" type="radio"/> Enter Cutoff Date	09/30 (mm/dd)

Grade Level Age Detail

The registrar enters the student's birth date as 09/01/2001, which is an incorrect date (it should be 09/01/1999). However, the registrar does not notice this error. After selecting the Grade level of 12, a warning displays indicating the student has not reached the minimum age for enrollment in

that grade level.

The screenshot displays the 'Identity Info' and 'Enrollment Detail' sections of the Infinite Campus system. In the 'Identity Info' section, the 'Birth Date' field is highlighted with a red box and contains the value '09/01/2001'. In the 'Enrollment Detail' section, the 'Grade' field is also highlighted with a red box and contains the value '12'. A red arrow points from the 'Birth Date' field to a white warning box that appears over the form. The warning box contains the text: 'Student has not reached the minimum age of 17 for Grade 12 by the required date of 09/30/2015.' and an 'OK' button. The background form includes fields for Last Name, First Name, Middle Name, Suffix, Gender, Soc Sec Number, Race/Ethnicity, Birth Country, Date Entered US, Date Entered US School, Date Entered State School, Birth Verification, Home Primary Language, Secondary Language, Nickname, Comments, and Enrollment Detail fields like Calendar, Schedule, Grade, Class Rank Exclude, Start Date, End Date, End Action, Start Status, End Status, and Service Type.

Grade Level Age Verification Warning

The registrar can click the OK button to continue enrolling. It is expected the registrar changes the student's birth date to the correct year, but it is not necessary. The enrollment can still be created and saved with the incorrect birth date. Then, the registrar can generate the [Age/Grade Level Exception Report](#) to view potentially incorrect student birth dates and enrollment grade levels.