

Grade Level Setup Tool Rights

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The **Grade Level Setup** tool is used to define grade levels to which students at a school are assigned and assign parameters or exclusions as appropriate. A limited number of staff may need access to this tool.

To learn how to use this tool, see the [School Year Setup](#) article.

Grade Level Setup ☆ Scheduling & Courses > Calendar Setup > Grade Level Setup Related Tools ^

New Save Delete

Grade Level Editor	
Name	Seq
09	10
10	11
11	12
12	13

Grade Level Detail

Name (locked)
09

*Sequence Number
10

*State Grade Level Code
09: Grade 9

Standard Day

Instructional Days Override

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications
5

Kindergarten Schedule

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exclude from Enrollment

Exempt from Assignment

Standard Code (SIF code)

Exclude from SIF reporting

Exclude from Grade/Age Validation

External LMS Exclude

Exclude from Online Registration Calculations

Scheduling & Courses > Calendar Setup > Grade Level Setup

Grade Levels must be sequenced across the entire district. For example, when students are rolled from 8th grade at a middle school to 9th grade at a high school, students roll over to the next grade level in **sequence** (e.g. grade level 08/sequence 09 would roll to grade level 09/sequence 10).

Available Tool Rights

R	W	A	D
View grade level detail information.	Make and save changes to existing grade level detail records.	Add a new grade level detail record.	Delete a grade level detail record.

Suggested User Groups

- [Schedulers](#)

See [User Groups and Suggested Roles](#) for more information.
