

SASI Coding for Students Who Did Not Pass the CRCT

1. Open the Student ATOM.
2. Locate the student who is to be coded
3. Make sure the correct grade is coded for the student depending on whether the student has been retained or promoted as a result of test results and Placement Committee decisions.
 - a. If you need to change the grade level, please open the Enrollment ATOM.
 - b. Go to the History page.
 - c. Click on the Enrollment Menu.
 - d. Click Change Enrollment History.

Ln	Effective	Enter	Leave	Yr	Schd	Grd	IS	ADA	Moved To
1	11/18/02	C		02	315	03		Y	
2	08/11/03	C		03	315	04		Y	
3	08/09/04	C		04	315	05	R	Y	
4	09/14/04			04	315	05	R	Y	
5	08/15/05	U		05	749	06		Y	

- e. Change the grade level for the first day of enrollment for the 05-06 school year. (Usually 08/15/05 for traditional schools, 0718/05 for year round schools.)
- f. Save changes.
- g. Return to the student atom.

4. On Page 3, click on the arrow by CRCT Services

- From the drop-down menu, select the special services being provided the student as a result of individual evaluation and placement:

- 3rd Grade Extended Services
- 4th Grade STAR Class
- 4th Grade Extended Services
- 5th Grade Extended Services
- 6th Grade Extended Services

The screenshot shows a software window titled "Student" with a blue header and a close button. The form contains several fields for student information: Last Name, First Name, Middle Name, Grntrn, Grd, Gen, and Student ID. Below these are tabs for Page 1, Page 2, Page 3 (selected), Page 4, and Page 5. The form is divided into sections: Immunization, Hearing, Vision, Dental, and Scoliosis, each with a dropdown menu. Other fields include Other School, CBCT Services, Edu Services, User Code 9, Prev Sch Abs, User Num 2, User Num 5, Meals, Previous SSN, and US Sch Entry. A dropdown menu is open over the "Edu Services" field, showing a list of options: 3rd Grade Extended Services (checked), 4th Grade STAR Class, 4th Grade Extended Services, 5th Grade Extended Services, and 6th Grade Extended Services. At the bottom, there are checkboxes for Title III Elig Immigrant, Foster Home, Migrant, Refugee/Immig, Fed Impact Aid, Homeless, PE Waiver, Retain, No Auto Dial, Gifted & Talented, Restrict Pers. Info, Imm Cert Expire Date, and Comp Ed. Navigation buttons (back, search, forward) and "Close" and "Find" buttons are at the bottom right.

- Be sure the "Retain" field is properly marked for those retained, and cleared for those promoted.
- Click Save and OK to confirm the save.