



## Advancing Grade Information each summer



**Note:** These instructions do not pertain to moving up Religious Ed group participation.

Grade information is found on a person's contact record under the heading Professional Information.

The view shown below will let you double-check things before requesting grade advancement from Ministry Platform data specialists.

The review list referenced in these instructions includes the following types of members

- People where **Household Position** contains "child" **OR**
- People with a birthday that puts their age at 18 or younger

1. Click **Contacts** and click the downward pointing triangle to open **Grade Review** view. The shortcut to the view is: <https://my.eriercd.org/mp/292-1224>
2. If you find someone on the list that is age 19 or older, use these steps to edit their **Family Position**.
  - a. Click on their member record
  - b. Click the **Edit** button and correct their **Family Position** to Adult Child, Other Adult or Head of Household.
3. Add missing **Dates of Birth** where possible. To add or edit a date of birth:
  - a. click on a member record to open it.
  - b. Click the **Edit** button and change their **Date of Birth** information accordingly.

**Pro tip:** to hide everyone with a date of birth, so you can concentrate on entering birthdates, enter **null** in the search box under **Date of Birth**

Display Name	Nickname	Date of Birth
		null

4. Use information in the **Age** column to verify the existing grade information would have been correct in the **Spring** of this year. See the chart on page 2 which contains guesstimates. To edit a person's grade information,
  - a. Click on a member record to open it.
  - b. Click the **Edit** button and change their **Grade** information accordingly. Some parishes use just the grade number (12) whereas some use would enter "Grande 12." How you enter the text is up to you but you should be consistent.
5. Make note of any children who will **not** be advancing in the upcoming school year so you can edit their **Grade** information **after** support advances the rest of your student/members.
6. Refer to the instructions under the heading **Missing Grade information**.
7. Send an email to [it@eriercd.org](mailto:it@eriercd.org) to request a grade advance.

**Tip:** You could request support to set the Grade information for 3 or 4 year old children to **Preschool 3** and **Preschool 4** if you track that information.

**Missing Grade information:** How you go about adding missing grade information depends on WHEN you want to add it. Do you want to add it **now** or **after** Ministry Platform advances the other children.

**Option 1 – enter missing grades now:** Use Steps a-c below to enter the students **SPRING** Grade information. MP will advance them to their Fall grade.

**Option 2 – Enter missing grades after MP completes step 7 above:**  
Use Steps a-c below to enter the students **FALL** Grade information

Display Name	Nickname	Date of Birth	Grade
			<input type="text" value="null"/>

- Enter null in the search box under Grade to filter the list.
- Click on a member record.
- Click the **Edit** button and change their **Grade** information accordingly.

The following chart is provided to **approximate** grade by year of birth. It may or may not be accurate depending on the age requirements in your community.

Birthdate before 9/1			Birthdate after 9/1	
Birth Year	Grade Spring 2023		Birth Year	Grade Spring 2023
2022			2022	
2021			2021	
2020			2020	
2019	Pre-K		2019	
2018	Pre-K		2018	Pre-K
2017	K		2017	Pre-K
2016	1		2016	K
2015	2		2015	1
2014	3		2014	2
2013	4		2013	3
2012	5		2012	4
2011	6		2011	5
2010	7		2010	6
2009	8		2009	7
2008	9		2008	8
2007	10		2007	9
2006	11		2006	10
2005	12		2005	11
2004	Graduated		2004	12