# Promotion / Bulk Enrollment Quick Reference

| Task | Completed | Initials |
|------|:---------:|:--------:|
| | | |
| Task #1 - Verify District codes needed for Promotion/Bulk Enrollment are setup correctly in 15/16 and 16/17 | ☐ | |
| Task #2 - Review and Create Building Progression Track<br>*StudentInformation » Management » School Administration » Student Promotion » Building Progression Tracks* | ☐ | |
| Task #3 - Verify Building codes needed for Promotion/Bulk Enrollment are setup correctly in 15/16 and 16/17<br>*StudentInformation » Management » School Administration » Grade Level Administration » Building Grade Levels* | ☐ | |
| Task #4 - OPTIONAL: Create an Ad Hoc Membership Group to use to bulk assign progression tracks to students<br>*StudentInformation » Management » School Administration » Student Promotion » Bulk Assign Building Progression Tracks* | ☐ | |
| Task #5 - Perform Promotion in 15/16 to set the New School field on each student's Additional tab<br>*StudentInformation » Management » School Administration » Student Promotion » Student Promotion* | ☐ | |
| Task #6 - Perform Bulk Enrollment in the 16/17 school for the first time<br>*StudentInformation » Management » School Administration » Student Promotion » Student Bulk Enrollment* | ☐ | |