

Student Grade Level Overview

This instruction sheet will review how users can enter a student Grade Level and how the Grade Level will impact various reports and forms in the system.

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Student Grade Level Review

We have updated the single "Grade Level" field on the student record to be a one-to-many grid where staff can create grade level records with an "Entry Date." For example, a student can now have a K-grade record with an "Entry Date" of 7/01/2024 and a 1st grade record with "Entry Date" of 7/01/2025. In attendance reports, the child will reflect their Grade Level according to the report date, so if a report is pulled for July 2024, then the student will be reported as grade level K, but if the report is pulled for July 2025, then the student will be reported as grade level 1.

Grade	Entry Date
K	7/1/2023
1	7/1/2025

The notes below will be important to review following this update:

- A Grade Level record does not require an "Entry Date" to be added to the grade level. If a student has more than one Grade Level record and none of them have an "Entry Date," then the system will consider the highest Grade Level as their current grade.
- Upon release of this update, the existing Grade Level selected on the child's record will have a new Grade Level record created for it. The Grade Level will not have an "Entry Date" and will be considered the child's current grade level.
- If a parent or staff selects a new Grade Level for a child in a Family Application, a new Grade Level record for that grade will be created upon intake of that Application.
- If a report is run for multiple days/months and only has one Grade Level value, such as the "Annual Attendance" report on the Expanded Learning Attendance Reports record, then the student's Grade Level on the last day of the "End Month" in the report will be reported. However, if the report allows for multiple Grade Level values, such as on the EAR and Enrollment Category Report, then the student's Grade Level for each day in the report will be reported.
- On forms such as the Family Contract where the student's Grade Level is listed, then the form will look to the Grade Level that is active on the "Due Date" of the contract.

This will also contribute to the eligibility of the "Dual Language Learner" (DLL) adjustment factor category for a student, as follows:

- If a child is age-eligible for the DLL adjustment factory category, then they must also have either a **TK, K, or blank/no Grade Level** created. If the student has any other active Grade Level during the report period, then they will not be eligible for the DLL category.
- For example, if the student has a 1st Grade Level record with an "Entry Date" of 5/1/2025, then the student will no longer be eligible for the DLL category starting on 5/1/2025.

Impacts on Reports and Forms

This section will review the various places in the system where a student's Grade Level appears or influences their Adjustment Factor Category. The sections below describe how the system determines which Grade Level to report in different reports and forms in Hubbe.

Enrollment and Attendance Register (EAR) - The EAR report will use the logic explained above for determining the DLL adjustment code. If a child is age-eligible for the DLL adjustment factory category, then they must also have either a TK, K, or blank/no Grade Level created. If the student has any other active Grade Level during the report period, then they will not be eligible for the DLL category. Within the source data modal for a child in the EAR report, the Grade Level that was active on that attendance date will be reported.

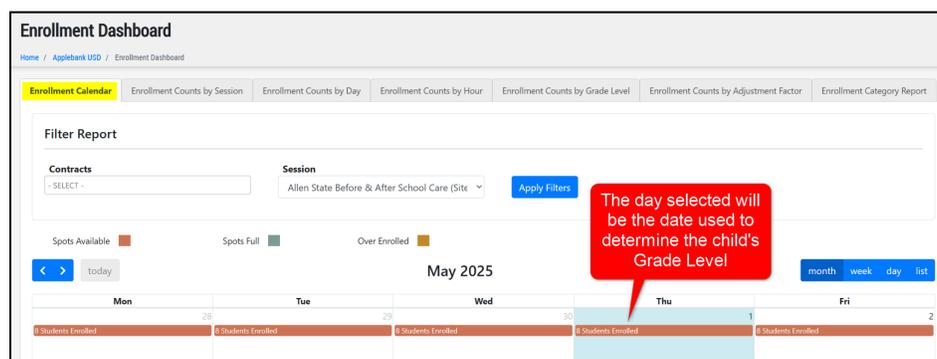
8501 (CPARIS) - The 8501 report will use the logic explained above for determining DLL adjustment code. If a child is age-eligible for the DLL adjustment factory category, then they must also have either a TK, K, or blank/no Grade Level created. If the student has any other active Grade Level during the report period, then they will not be eligible for the DLL category. Within the source data modal for a child in the 8501 report, the Grade Level that was active on that attendance date will be reported.

Note: Given that the 8501 report only contains enrollment and attendance data for two, three, and four-year-olds, this logic shouldn't impact any report counts.

9500 - The 9500 report will use the logic explained above for determining DLL adjustment code. If a child is age-eligible for the DLL adjustment factory category, then they must also have either a TK, K, or blank/no Grade Level created. If the student has any other active Grade Level during the report period, then they will not be eligible for the DLL category. Within the source data modal for a child in the 9500 report, the Grade Level that was active on that attendance date will be reported.

Enrollment Dashboard

Enrollment Calendar - When clicking into any day from the calendar to view the list of students, this modal will report the Grade Level for the child that was active as of the calendar date selected. The Roster download available within the modal will also report the same Grade Level as shown in the modal.



Enrollment Counts by Session - The Roster download available for each session in this tab will always download the students' Grade Levels as of today's date.

Enrollment Dashboard
Home / Applebank USD / Enrollment Dashboard

Enrollment Calendar | **Enrollment Counts by Session** | Enrollment Counts by Day | Enrollment Counts by Hour | Enrollment Counts by Grade Level | Enrollment Counts by Adjustment Factor | Enrollment Category Report

Filter Report

Start Date: 05/01/2025 | End Date: 05/31/2025 | Sites: - SELECT - | Sessions: - SELECT -

Show Slots: All | Agency Contracts: - SELECT - | Family Contracts: - SELECT - | Time of Day: - SELECT -

Age Group: - SELECT - | Agency Regions: - SELECT - | School Districts: - SELECT -

Apply Filters | Select Filter Preset | + New Preset

Spots Available ■ Over Enrolled ■

Search: Show: All entries | Copy | Excel | Columns | Reset | Showing 1 to 33 of 33 entries

Site ID	Site Name	Session ID	Session Name	Open Slots	Total Enrollments	Active Students	New Enrollments	Session Capacity	Drops	Drop Details	Transfers Out	Transfer Details	Age Groups	Start Time	End Time	Region	Roster Download
SI100.12	Oak Wood	SE101.12.2	Oak Wood PM	24	0	0	0	24	0		0		Pre-K	12:00 PM	3:00 PM	Region 2	Download
SI100.12	Oak Wood	SE101.12.3	Oak Wood ASES/ELOP	11	24	23	0	35	0		1	Aniya Rojas, Joeys - Full Day	Transitional Kindergarten	6:30 AM	7:00 PM	Region 2	Download

The children's current grade as of today will be used for the Roster

Enrollment Counts by Day - When clicking into any day from the calendar to view the list of students, this modal will report the Grade Level for the child that was active as of the calendar date selected. The Roster download available within the modal will also report the same Grade Level as shown in the modal.

Enrollment Dashboard
Home / Applebank USD / Enrollment Dashboard

Enrollment Calendar | Enrollment Counts by Session | **Enrollment Counts by Day** | Enrollment Counts by Hour | Enrollment Counts by Grade Level | Enrollment Counts by Adjustment Factor | Enrollment Category Report

Month: May 2025 | **Contracts:** - Select - | **Site:** - Select - | **Session:** - Select -

Region: - Select - | **County:** - Select - | **School District Boundary:** - Select -

Apply filters

Spots Available ■ Over Enrolled ■ Non-Operational Day ■

Search: Show: 25 entries | Copy | Excel | Columns | Showing 1 to 25 of 41 entries

Session ID	Session Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
SE101.6.3	Allen State Before & After School Care	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SE101.6.7	Allen State Camp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The day selected will be the date used to determine the child's Grade Level

Enrollment Counts by Hour - When clicking into any hour slot for any day in the grid to view the list of students scheduled that day/hour, this modal will report the Grade Level for the child that was active as of the calendar date selected. The Roster download available within the modal will also report the same Grade Level as shown in the modal.

Enrollment Dashboard
Home / Applebank USD / Enrollment Dashboard

Enrollment Calendar | Enrollment Counts by Session | Enrollment Counts by Day | **Enrollment Counts by Hour** | Enrollment Counts by Grade Level | Enrollment Counts by Adjustment Factor | Enrollment Category Report

Filter Report

Month: May 2025 | Contracts: - SELECT - | Session: Allen State Before & After School Care (Site: Allen State Ele... | **Apply Filters**

Site: Allen State Elementary | Session: Allen State Before & After School Care

Showing 1 to 31 of 31 entries

May 2025	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	Total Subsidized	Total Non-Subsidized
1	6/78	6/78	7/78	8/78	8/78	8/78	8/78	8/78	8/78	8/78	8/78	7/78	0/78	8	0
2	6/78	6/78	7/78	8/78	8/78	8/78	8/78	8/78	8/78	8/78	8/78	7/78	0/78	8	0
3	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0	0
4	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0/78	0	0
5	6/78	6/78	7/78	8/78	8/78	8/78	8/78	8/78	8/78	8/78	8/78	7/78	0/78	8	0

The day selected will be the day used to determine the child's Grade Level

Enrollment Counts by Grade Level - This tab allows users to view data for any single day. The Grade Levels that were active for the students in the report on the selected report day will be used. In other words, the report will display the grade on the date of the filter.

Enrollment Dashboard
Home / Applebank USD / Enrollment Dashboard

Enrollment Calendar | Enrollment Counts by Session | Enrollment Counts by Day | Enrollment Counts by Hour | **Enrollment Counts by Grade Level** | Enrollment Counts by Adjustment Factor | Enrollment Category Report

Date: 05/01/2025 | **County**: - Select - | **School District Boundary**: - Select -

Site: - Select - | **Session Status**: Active | **Session**: - Select - | **Session Subsidy Type**: - Select -

Session Time of Day: - Select - | **Session Age Group**: - Select - | **Agency Program**: - Select - | **Funding Contract**: - Select -

Apply filters

Showing 1 to 25 of 33 entries

Session ID	Session Name	TK	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
SE101.6.3	Allen State Before & After School Care	0	1	0	1	0	1	0	0	0	0

The Grade Levels that are active on this selected date will be reported in the grid

Enrollment Counts by Adjustment Factor - This report allows you to view student adjustment factor counts as of any single day. The Grade Level in the “View Data” source modal will be the grade level that was active for the student on the “As of Date” selected for the report.

Filter Report

Report Type: CDE

As of Date: 05/01/2025

Regions: - SELECT -

School Districts: - SELECT -

Sites: - SELECT -

Counties: - SELECT -

Apply Filters

Category	Count
Two-Year-Olds and Three-Year-Olds	2
Four-Year-Olds	3
Exceptional Needs	1
Severely Disabled	2
CPS At-Risk	0
Dual Language Learners	8
Total	16

Category	Count
Two-Year-Olds and Three-Year-Olds	53
Four-Year-Olds	12
Exceptional Needs	1
Severely Disabled	1
CPS At-Risk	0
Dual Language Learners	2
Total	69

Enrollment Category Report - The Enrollment Category Report works just like the EAR report does. This report will use the logic explained above for determining DLL adjustment code. If a child is age-eligible for the DLL adjustment factory category, then they must also have either a TK, K, or blank/no Grade Level created. If the student has any other active Grade Level during the report period, then they will not be eligible for the DLL category. The Grade Level will not be shown in this grid, but will influence the eligibility for the children.

Filter Report

Start Date: 05/01/2025

End Date: 05/08/2025

Regions: - SELECT -

School Districts: - SELECT -

Sites: - SELECT -

Sessions: - SELECT -

Contracts: - SELECT -

Apply Filters

Search: Show 25 entries

Site Region	Site Name	Site ID	Session Name	Session ID	Contract ID	Family ID	Child ID	Child Name	Schedule Type	Weekly non-school day schedule days	Weekly school day schedule days	Agency Program	Contract Code	Contract Name	Adjustment Factor	FT Plus	FT	PT
Region 1	Allen State Elementary	SI101.1	Joey's - Full Day	SE101.6.1	ACS464994	HH15485168	ST001079	Elizabeth Louise Abrams	Variable by Week Total	5	0	Full-Day State Preschool Program	CSPP - CSPP: California State Preschool Program	CSPSP	Dual Language Learner	0	6	0
Region 1	Allen State Elementary	SI101.1	Joey's - Full Day	SE101.6.1	AC15378846	HH001126	ST001105	Casper Felipe Johnson	Fixed Schedule	5	0	Head Start	HS - HS: Federal Head Start	Head Start	Dual Language Learner	0	6	0
Region 1	Allen State Elementary	SI101.1	Joey's - Full Day	SE101.6.1	AC12376661	HH001136	ST001123	David Peralta	Fixed Schedule	4	0	Full-Day State Preschool Program	ELOP - Expanded Learning Opportunity Program	ELOP	Dual Language Learner	0	6	0

Expanded Learning Attendance Reports

Annual Attendance Report - The Annual Attendance report for ASES/ELOP students will display the Grade Level that was active for the student on the last day of the “End Month” filter. For example, if the “Report Dates” are July 2024 - June 2025, then the report will list the Grade Level that was active for the student on 6/30/2025.

Expanded Learning Attendance Reports

Home / Applebank USD / Expanded Learning Attendance Reports

← Back to Attendance Reports

Annual Attendance ASES/ELOP Monthly Attendance

Site: - Select -

Session: - Select -

Funding Contract: - Select -

Report Dates: Begin Month Jul 2024, End Month Jun 2025

Run Report

Search: Show 25 entries Columns Excel Showing 1 to 7 of 7 entries

Agency ID	Agency Name	Site ID	Site Name	Session ID	Session Name	Funding Contract	SSID	Student ID	Student Name	Student Grade	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025
AG101	Applebank USD	SH101.1	Allen State Elementary	SE101.6.1	Joey's - Full Day	ASES SUP		ST001089	Maximilian Santos	TK	0	1	0	0	0	0	0	0	0	1	0	0
AG101	Applebank USD	SH101.1	Allen State Elementary	SE101.6.1	Joey's - Full Day	ELOP		ST001123	David Peralta		1	2	0	0	0	0	0	0	0	1	0	0

Download eSignature History (Excel & CSV Only) - The Excel and CSV downloads for the eSignature History download - available on the student's *Attendance - Monthly* record - displays the Grade Level that was active as of the last day of the selected end date for the download. For example, if you are downloading a student's eSignature History for 5/01/2025 - 5/30/2025, then the download will list the Grade Level that was active for the student on 5/30/2025.

Download eSignature Attendance

Attendance Dates: 05/01/2025, 05/31/2025

Contracts: 3 - Full Day State PreSchool

Download PDF

Download Excel

Download CSV

Download Attendance

Close

Student General Health History - The General Health History form has a “Grade Level” field that will report the child’s active Grade Level at the time that the form is created.

Health History for Amelia Lopez

Applebank USD

[← Back to Grid](#) [Sign Health History](#) [Send to Parent Portal](#)

Health History for Amelia Lopez
Applebank USD | Riverbank CDC | Koalas PM



Child Information

Child Name	Amelia Lopez	Date of Birth	5/15/2018
Gender	Unknown	Grade Level	K
Teacher	Monica Lynn		

The Grade Level that is active when the form is created will be used

Parent Information

Parent Name	Maria Lopez
Home Phone	(555) 123-4566
Cell Phone	(555) 654-3211
Email	cierra+lopezmaria@hubbeinc.com

Student's Health History

ADHD	Asthma
There are no ADHD health concerns for my child that require special attention while at school/childcare.	There are no Asthma health concerns for my child that require special attention while at school/childcare.
Diabetes	Heart Condition

Household Family Contract - The Family Contract will display the students’ Grade Level that is active at the time of the contract’s “Due Date” - which is set when creating the contract. Users will be able to manage the students’ Grade Levels in the “Prepare Family Record for Family Contracts” area.

Children Needing Enrollment

[Create](#)

✓ **Amelia Lopez** [Actions](#)

Gender	Female	Student ID	ST11349396
Date of Birth	5/15/2020	Grade Level 	

Grade	Entry Date
K	7/1/2023
1	7/1/2025

Schedules 



Parent Orientation Confirmation

Applebank USD

[← Back to Grid](#)

[Sign for Agency Approver](#)

[Sign for Parent A](#)

[Sign for Parent B](#)

[Send to Parent Portal](#)

Parent Orientation Confirmation Draft

Lopez Family

Applebank USD | Created on 5/1/2025 1:40 PM by Amelia Adams



Program Information

Program description

Parent Information

Parent A Name Maria Lopez
Address 123 Apple Way, Maple, CA
900021234
Home Phone (555) 123-4566
Cell Phone (555) 654-3211
Email cierra+lopezmaria@hubbeinc.com

Parent B Name
Address
Cell Phone
Email

The "Due Date" that is set when creating the Contract will be used as the date to determine the child's Grade Level

Child Information

Child Name Amelia Lopez
Gender Female
Start Date 3/13/2024
Date of Birth 5/15/2020
Grade Level K
End Date 3/13/2026

Schedule(s) Details

Session Koalas PM **Begin Date** 3/13/2024 **End Date** 3/13/2026

Total Weekly Hours 20 hours 0 minutes **Schedule Type** Fixed Schedule

	Start	End	Rounded Daily Hours
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Monday	01:00 PM	05:00 PM	4 hours 0 minutes
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Tuesday	01:00 PM	05:00 PM	4 hours 0 minutes
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Wednesday	01:00 PM	05:00 PM	4 hours 0 minutes
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Family Application - The Family Application will look the same for parents and staff when completing/intaking the application. The Grade Level that is active when a re-application is created will be the Grade Level that populates the Grade Level field in the application. If a parent or staff changes the selection to a new Grade Level, then a record of that new Grade Level will be created for the student upon intake of the application.

Invite Families to Reapply - The grid that allows staff to Invite Families to Re-Apply has a “Grade Level” column. This column will report the children's current Grade Level as of today’s date. The “School Age Grade Level” filter on this grid will filter for the grades listed in the grid, which is as of today’s date.

Invite This Year's Families to Re-Apply

[← Back to Grid](#)

Only families that have an email for Parent A can be selected for invitation.

[+ Invite Families](#)

Filters Active Date Range ×

Search: Show 25 entries CSV Copy Columns Showing 1 to 25 of 144 entries

<input type="checkbox"/>	Site	Session	Household ID	Email	Family Name	Family Size	Income	Students (DOB)	Other Children	School Age Grade Level	City	Zip Code	Phone Number
<input type="checkbox"/>	Allen State Elementary, Riverbank CDC, Washington Head Start	Bears AM, Koalas AM, Kookaburras PM, Star Fish - Full Day Infants	319752CC	nicklopez@noemail.com	Smith Family	4	596	Kelly Smith (05/15/18), Mitchell Smith (05/20/15)	Andres Smith, Kailani Smith	TK	Otoh Gunga	900001234	5303014451
<input type="checkbox"/>	Allen State Elementary	Allen State Before & After School Care, Joeys - Full Day	HH9338257	allisonrod@noemail.com	Rodriguez Family	4	12000	Cecilia Rodriguez (02/01/19), Jacob Rodriguez (12/26/19)		K	Maple	900001234	

Note: A red callout box points to the 'School Age Grade Level' column with the text: 'The children's current grade as of today will show here'

Class/Site Lists School Student column - The Class/Site List grids will report the children's current Grade Level as of today’s date. Please note that the family-centric Class/Site List hides the student’s Grade Level by default.

Class/Site List: Allen State

[Home](#) / [Applebank USD](#) / [Class/Site List: Allen State](#)

[← Back to Grid](#) [Add families to class/site list](#) [Add students to different class/site list](#) [Remove students from class/site list](#)

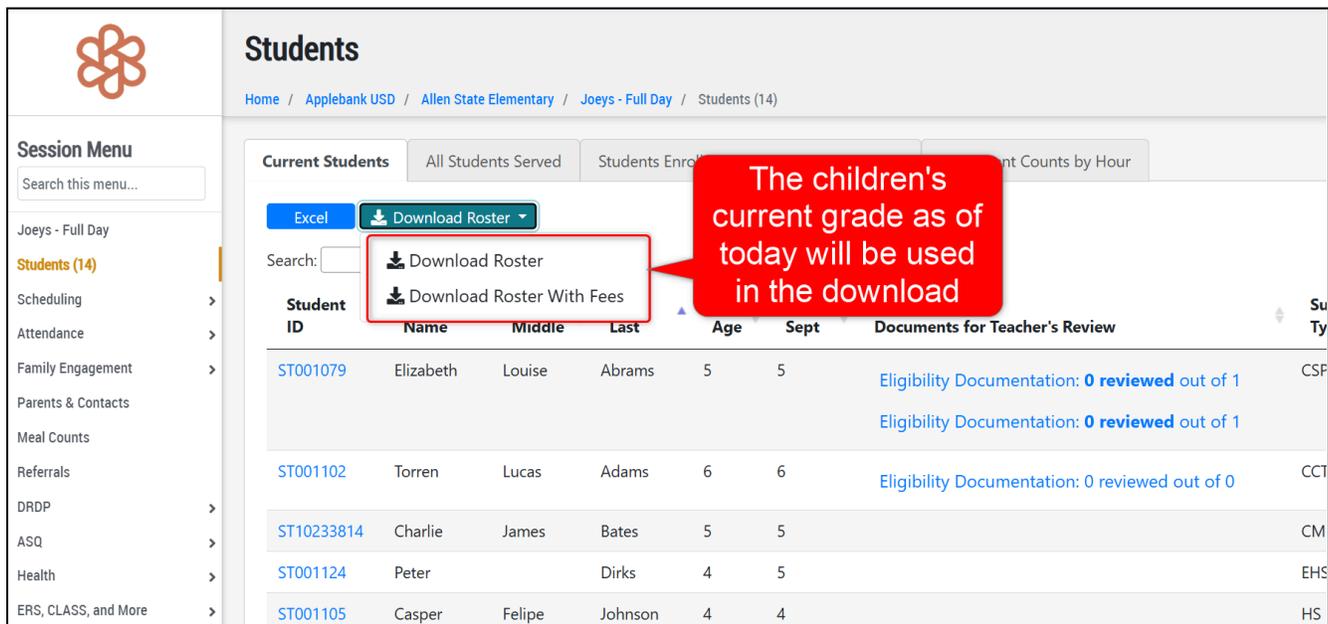
Show Class/Site List Metrics OFF

Search: Show 25 entries Columns Excel Reset Showing 1 to 7 of 7 entries

<input type="checkbox"/>	ID	First Name	Last Name	Date of Birth	Parent A	Parent B	Date Added to List	School Age Grade Level	Class/Site List Notes	Schedule Id	Schedule Start and End Date	Session for Schedule	ELOP Offered
<input type="checkbox"/>	ST001089	Maximilian	Santos	8/2/2019	Desiree Santos		3/18/2024	TK	0	SC001726	8/19/2024-8/14/2026	Joeys - Full Day	No
<input type="checkbox"/>	331153	Bridgette	Altenwerth				2/27/2023	K	0				No
<input type="checkbox"/>	ST17182746	John	Doe	12/25/2016	Ana Lopez	Sam Lopez	2/27/2023	K	0				No

Note: A red callout box points to the 'School Age Grade Level' column with the text: 'The children's current grade as of today will show here'

Roster Download at Session-level Students Grid- In the Students record at the session-level, staff can download a class Roster. This Roster includes a Grade Level column. The Roster will use the children's current Grade Level as of today's date.



The screenshot shows the 'Students' page in a web application. On the left is a 'Session Menu' with a search bar and a list of categories including 'Students (14)'. The main area is titled 'Students' and shows a breadcrumb trail: 'Home / Applebank USD / Allen State Elementary / Joeys - Full Day / Students (14)'. Below this are tabs for 'Current Students', 'All Students Served', 'Students Enrolled', and 'Meal Counts by Hour'. A search bar is present, and a dropdown menu for 'Download Roster' is open, showing options for 'Download Roster' and 'Download Roster With Fees'. A red callout box points to the 'Download Roster' option with the text: 'The children's current grade as of today will be used in the download'. Below the menu is a table of student records.

Student ID	Name	Middle	Last	Age	Sept	Documents for Teacher's Review	Su Ty
ST001079	Elizabeth	Louise	Abrams	5	5	Eligibility Documentation: 0 reviewed out of 1	CSP
ST001102	Torren	Lucas	Adams	6	6	Eligibility Documentation: 0 reviewed out of 0	CCT
ST10233814	Charlie	James	Bates	5	5		CM
ST001124	Peter		Dirks	4	5		EHS
ST001105	Casper	Felipe	Johnson	4	4		HS

Student Household Schedule (Comprehensive) - The student Grade Level field has been removed from the Student Household Schedule (Comprehensive) import/export files. We have plans to create a separate import/export specifically for student Grade Levels so staff can easily manage the grade records and their associated Entry Dates.