



4-H Online 2.0 Correcting Wrong Grade

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Background

Families often start or submit enrollments with the wrong grade listed for youth. If the grade change stays in K-2 or 3-13, then the change can be done before or after approving the enrollment.

If changing the grade will cross the 2nd/3rd grade line, then the enrollment needs to be deleted and the family needs to restart. This is a problem because the enrollment role must change and that is set when the grade is selected. In this case, it is easiest if the problem is caught and corrected before the enrollment is submitted. Oftentimes, the family will submit the enrollment and then inform the office that there was a problem.

Families cannot change the grade after starting the enrollment.

Changing Grade Without Changing Enrollment Role

When the grade change stays in the grade K-2 (Cloverbud) range or the grade 3-13 (Club Member) range, this is a simple grade change that can be done by the county staff. The enrollment must have been submitted and can be Awaiting Review or Approved.

1. Click on Enrollments and either Awaiting Review or Approved.
2. Click on the Member's name.
3. Scroll to the Demographics section and click on the Edit button.
4. Change the Grade to the correct grade and click on the Save button.

The grade will now be the correct grade and nothing more needs to be done.

Changing Grade When Enrollment Role Changes

If the grade change crosses the 2nd/3rd grade line, then the enrollment needs to be deleted. This is more complicated depending on what status the enrollment is currently. The final status must be Deleted so the family can login and restart the enrollment.

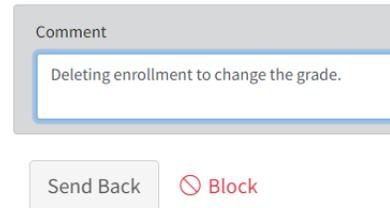
- If the enrollment is Approved, then you must contact the state office to have the enrollment Deleted.
- If the enrollment is Awaiting Review, then you need to Send Back the enrollment to the Family so it is in Resubmit status.
- If the enrollment is Resubmit or Incomplete, then you need to delete the enrollment.

Approved Enrollment

Contact Mike Farrey at mike.farrey@wisc.edu with the name of the member to delete. He will delete the enrollment so the family can login and click on Enroll Now to restart the enrollment. The member will still be in the family, just the enrollment will be deleted.

Awaiting Review Enrollment

1. Start at Enrollments -> Awaiting Review
2. Click on the member's name
3. Scroll to the bottom and enter a note in the box. The note should be something similar to "Deleting enrollment to change grade."
4. Click on the Send Back button.
5. Click the Confirm button.
6. Follow the directions for a Resubmit Enrollment below.



Comment

Deleting enrollment to change the grade.

Send Back  Block

Resubmit Enrollment

1. Start at Member or Participant Search.
2. Click on the member's name.
3. Click on the blue Resubmit Enrollment button in the middle of the screen.
4. Scroll to the bottom.
5. Click on the red Delete link.
6. Click on the Confirm button.

Enrollment Status: Resubmit

[Resubmit Enrollment](#)

 Delete

Incomplete Enrollment

1. Start at Member or Participant Search.
2. Click on the member's name.
3. Scroll to the bottom.
4. Click on the red Delete link.
5. Click on the Confirm button.

 Delete

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