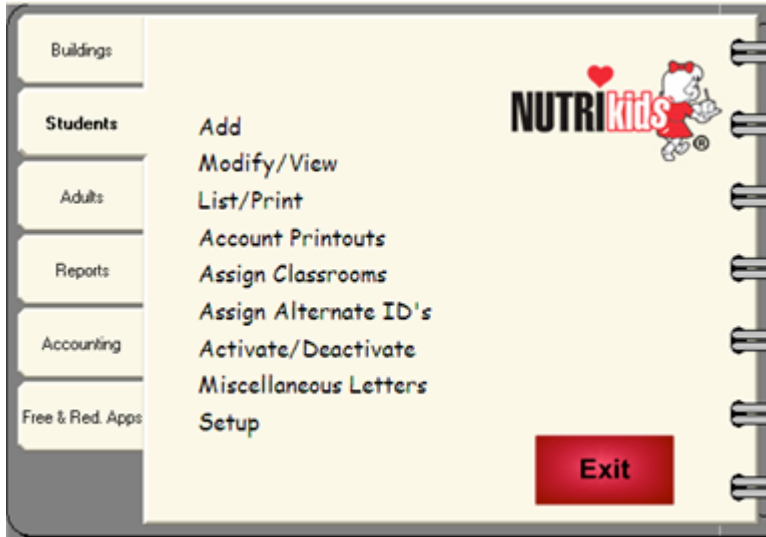
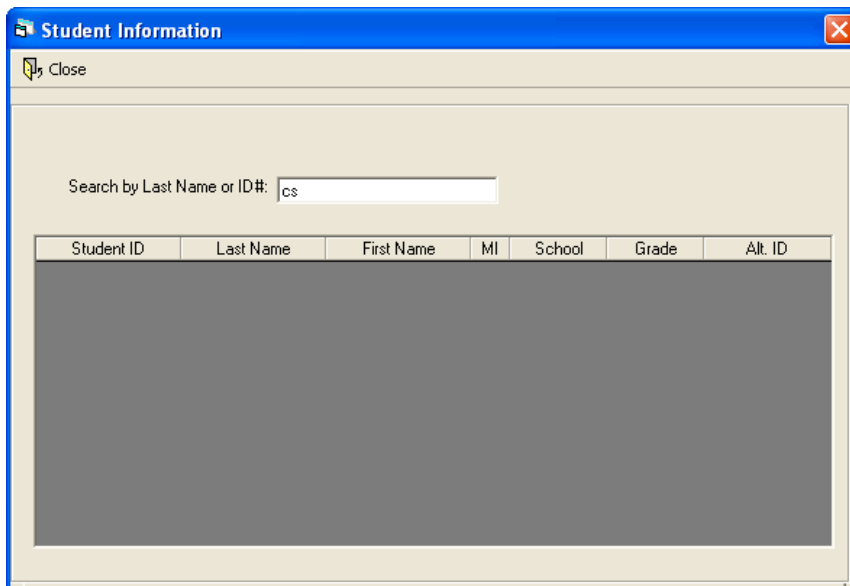


## Adding a Year End Temp

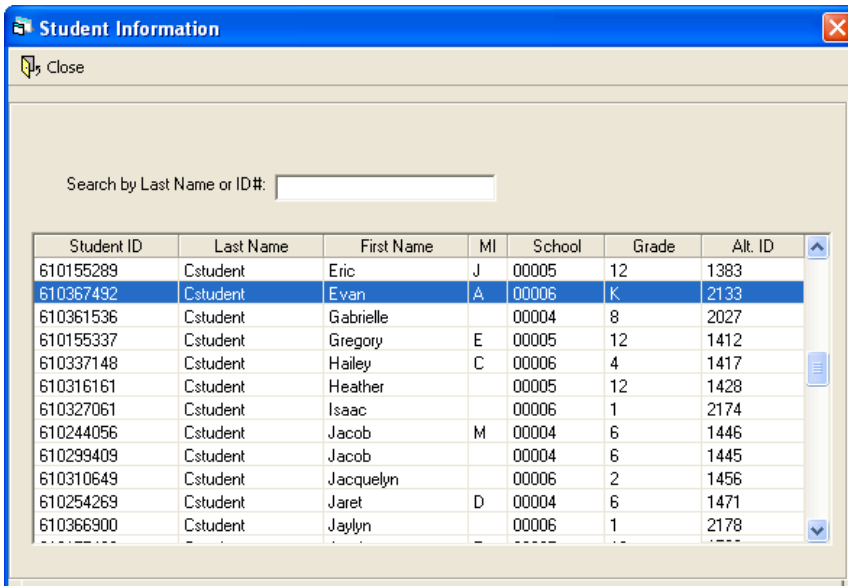
You may add Kindergarten students from the same household to their sibling's Year End Temp status by accessing their record in the Student Module. Before you begin this process make sure you have the sibling's identification number on hand to assist you.



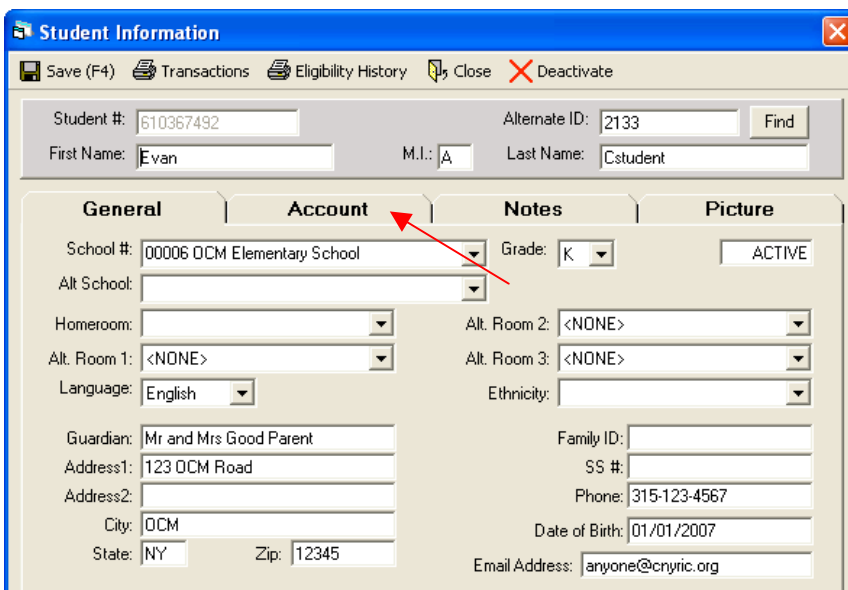
1. Click **Students**.
2. Click **Modify/View**.



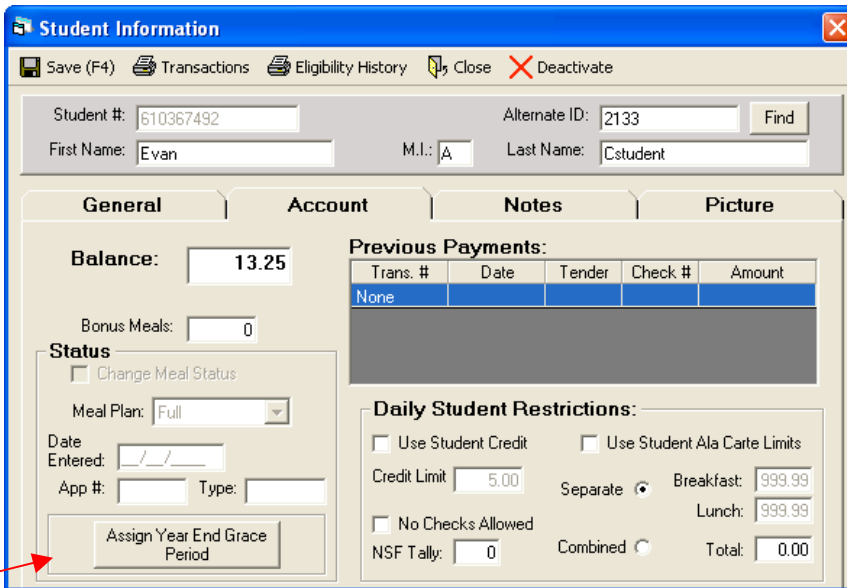
3. Type in the **Search** box the first few consonants of the last name or ID# of the student.
4. Press **Enter** on your keyboard.



5. Select student on list to highlight.
6. Double click on the highlighted name.
7. The student's information screen will appear.



8. Click **Account** tab.
9. The student's account tab will appear.



Student #: 610367492      Alternate ID: 2133      Find

First Name: Evan      M.I.: A      Last Name: Cstudent

**General**    **Account**    **Notes**    **Picture**

**Balance:** 13.25

Bonus Meals: 0

**Status**

Change Meal Status

Meal Plan: Full

Date Entered: / /

App #:      Type:     

Assign Year End Grace Period

**Previous Payments:**

Trans. #	Date	Tender	Check #	Amount
None				

**Daily Student Restrictions:**

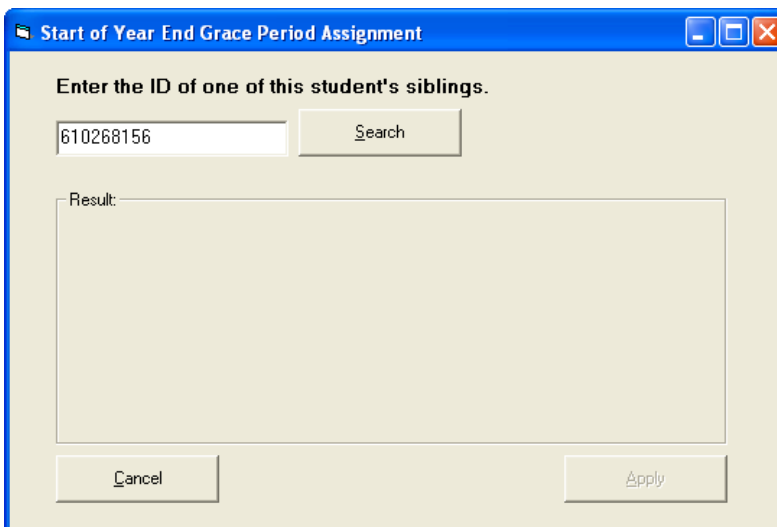
Use Student Credit       Use Student Ala Carte Limits

Credit Limit: 5.00      Separate:       Breakfast: 999.99

No Checks Allowed      Lunch: 999.99

NSF Tally: 0      Combined:       Total: 0.00

10. Click **Assign Year End Grace Period** button.



Start of Year End Grace Period Assignment

Enter the ID of one of this student's siblings.

610268156      Search

Result:

Cancel      Apply

**Note:** You will need to know the siblings' student identification number.

11. Enter the ID of the new student's sibling.

12. Click **Search**.

13. The sibling's information will appear with a message asking to verify your selection.

**Start of Year End Grace Period Assignment**

Enter the ID of one of this student's siblings.

610268156

Result:

**Elizabeth Astudent**  
123 OCM Road

If this student is correct, please press the Apply button. If this student is not correct, please try another ID search or click the Cancel button.

14. Click **C**ancel if incorrect and try again.

15. Click **A**pply if correct.

16. The student's information screen will appear with the change in meal status.

**Student Information**

Save (F4) Transactions Eligibility History Close Deactivate

Student #: 610367492 Alternate ID: 2133 Find

First Name: Evan M.I.: A Last Name: Cstudent

**General** Account Notes Picture

**Balance:** 13.25

Bonus Meals: 0

**Status**

Change Meal Status

Meal Plan: Free

Date Entered: / /

App #: Type: Year End Expires: 10/1/12

**Previous Payments:**

Trans. #	Date	Tender	Check #	Amount
None				

**Daily Student Restrictions:**

Use Student Credit  Use Student Ala Carte Limits

Credit Limit: 5.00 Separate  Breakfast: 999.99

No Checks Allowed Lunch: 999.99

NSF Tally: 0 Combined  Total: 0.00

17. The student now has a year end grace period assigned.