

Any time a Program Manager changes a student's status, the student will receive a status change email (with the exception of a change of status to **Canceled**, where the student will receive a cancellation email). Any additional emails that the system sends for statuses are included in the chart below.

Status	Use
Application	The student has created their account and submitted their application (or is in the process of submitting their application). They are waiting to have their application checked before a PM moves them to the Pre-Requisite status. If a library has the setting for automatic Pre-Requisite status, then the PM does not need to do anything.
Canceled	This status functions like the Deny button in our previous system. Students can be marked as Canceled when a student is in Application . Students who are marked as Canceled will appear in the Denied Applications category under Applications . <i>This triggers an email to notify the student.</i>
Pre-requisite	Move students to this category to approve them and assign the pre-requisite Life Skills course. Their account will be moved to In Progress under Pre-Reqs . <i>This triggers an email with instructions for accessing the pre-requisite course.</i> <ul style="list-style-type: none"> • If they finish and pass their pre-req course, they will automatically be moved to Completed. • If they fail the pre-requisite, they will be moved to Ineligible. • If they do not finish in time, they will automatically be moved to Expired.
Ineligible	The system automatically moves students who failed the pre-requisite to Ineligible . Their account will be moved to the Failed category under Pre-reqs . <i>This triggers an email that tells students the library has determined they are ineligible for the program.</i>
Completed	The system automatically moves students who passed the pre-requisite to Completed . Their account will be moved to the Waiting to Assign Seats category under Scholarships .
Locked	A student with this status was in Waiting to Assign Seats category after passing the pre-requisite, but the program manager determined that the student is not eligible for a seat assignment. If you would prefer to have all of your denied students in one place instead of being broken out by Locked/Canceled , switch your student's status to Pre-requisite , and then Canceled .
Enrolled	Students with this status have been assigned a seat/scholarship. Their account will be moved to Active Enrollments under Enrollments . <ul style="list-style-type: none"> • If you are not happy with a student's progress, you may move them to Dropped within their 30-day probationary period. • If a student completes the graduation requirements, they will move to the Graduated status.
Dropped	Students with the Dropped status have been removed from the program during their 30-day probationary period.

Expired	The system automatically sets this status when the expiration date set on the account has been passed. This can occur when a student missed reaches their 2 week Pre-requisite deadline OR their 2-year enrollment deadline. Their account will be moved to the Expired category under Enrollments .
Grad Evaluation	Once a student has finished their coursework, a team member gives them this status to notify the registrar department that the student is ready to be evaluated for graduation. This triggers an email to notify the student.
Graduation Review	The registrar department will move a student to this status if the student has been evaluated and are determined to be a graduate, but needs to submit something like photo ID, payment for shipping, address confirmation, or waiver.
Print	Used internally for EES to print diplomas and transcripts after graduation evaluation is completed.
Graduated	Your student has earned their high school diploma! Congratulations to both you and them. This triggers an email to notify the student.
New/Unprocessed	As a PM you are unlikely to see this status. It happens automatically when a student first begins to fill out their application, but hasn't been verified by learnstage's back end systems. If you do see this status, the student will automatically switch to Application shortly.
Transferred	Not currently in use.
Declined Payment	This is a status used by other Excel schools and is not relevant to our program.
Ready for Re-Enrollment	This status is used by other parts of Excel Education Systems, and is not relevant to this workflow.
Processing Payment	This status is used by other parts of Excel Education Systems, and is not relevant to this workflow.