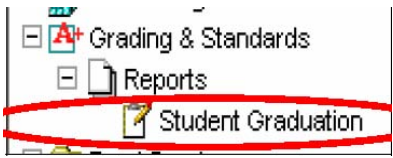
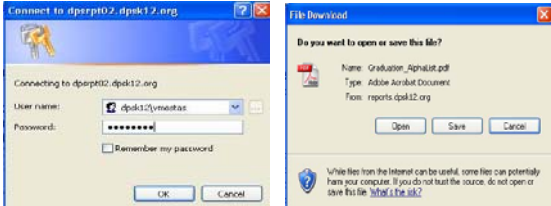
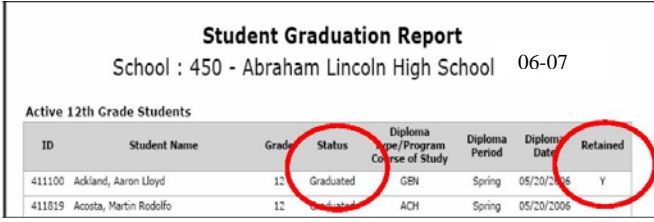
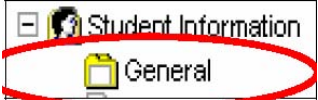
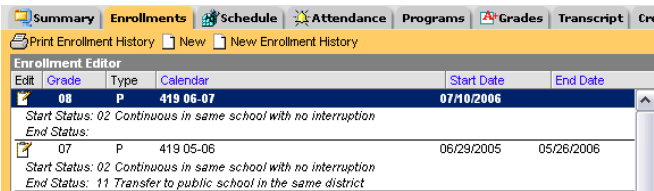
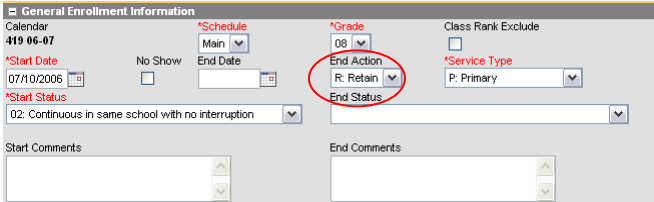
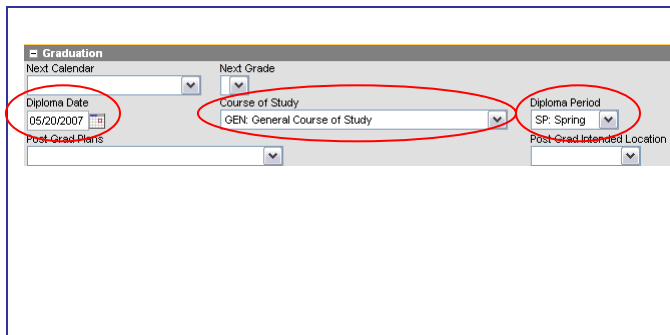


Reviewing Graduation Report

Window	Information																																										
<p>Assessing Student Graduation Report</p>    <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>ID</th> <th>Student Name</th> <th>Grade</th> <th>Status</th> <th>Diploma Type/Program Course of Study</th> <th>Diploma Period</th> <th>Diploma Date</th> <th>Retained</th> </tr> </thead> <tbody> <tr> <td>411100</td> <td>Ackland, Aaron Lloyd</td> <td>12</td> <td>Graduated</td> <td>GBN</td> <td>Spring</td> <td>05/20/2006</td> <td>Y</td> </tr> <tr> <td>411819</td> <td>Acosta, Martin Rodolfo</td> <td>12</td> <td>Graduated</td> <td>ACH</td> <td>Spring</td> <td>05/20/2006</td> <td>Y</td> </tr> </tbody> </table>	ID	Student Name	Grade	Status	Diploma Type/Program Course of Study	Diploma Period	Diploma Date	Retained	411100	Ackland, Aaron Lloyd	12	Graduated	GBN	Spring	05/20/2006	Y	411819	Acosta, Martin Rodolfo	12	Graduated	ACH	Spring	05/20/2006	Y	<ol style="list-style-type: none"> 1. From the Index tab, click on Grading & Standards link, Reports icon. 2. Select Student Graduation report. 3. Enter your Outlook User Name and Password. 4. Select Open. <p>A student cannot be marked as Retain and as Graduated.</p>																		
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<p>Correcting Report Errors</p>   <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Edit</th> <th>Grade</th> <th>Type</th> <th>Calendar</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td></td> <td>08</td> <td>P</td> <td>419 06-07</td> <td>07/10/2006</td> <td></td> </tr> <tr> <td colspan="6"><i>Start Status: 02 Continuous in same school with no interruption</i></td> </tr> <tr> <td colspan="6"><i>End Status:</i></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>07</td> <td>P</td> <td>419 05-06</td> <td>06/29/2005</td> <td>05/26/2006</td> </tr> <tr> <td colspan="6"><i>Start Status: 02 Continuous in same school with no interruption</i></td> </tr> <tr> <td colspan="6"><i>End Status: 11 Transfer to public school in the same district</i></td> </tr> </tbody> </table> 	Edit	Grade	Type	Calendar	Start Date	End Date		08	P	419 06-07	07/10/2006		<i>Start Status: 02 Continuous in same school with no interruption</i>						<i>End Status:</i>						<input checked="" type="checkbox"/>	07	P	419 05-06	06/29/2005	05/26/2006	<i>Start Status: 02 Continuous in same school with no interruption</i>						<i>End Status: 11 Transfer to public school in the same district</i>						<ol style="list-style-type: none"> 1. From the Index tab, Student Information link, General folder. 2. From the Search Tab, select student to be corrected. 3. Select the Enrollment Tab. 3. Select the current active 06-07 Enrollment record (bold, black highlight). 4. If the student should graduate – remove the End Action of “Retain”.
Edit	Grade	Type	Calendar	Start Date	End Date																																						
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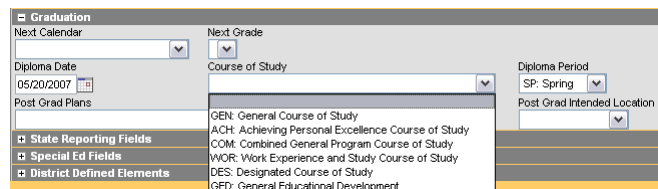


Graduation form fields:

- Diploma Date: 05/20/2007
- Course of Study: GEN: General Course of Study
- Diploma Period: SP: Spring

- If the student should be retained to return to your school the next school year 07-08 remove:
 - Diploma Date**
 - Course of Study**
 - Diploma Period**
- Click **Save**

Changing Course of Study



Course of Study options:

- GEN: General Course of Study
- ACH: Achieving Personal Excellence Course of Study
- COM: Combined General Program Course of Study
- WOR: Work Experience and Study Course of Study
- DES: Designated Course of Study
- GED: General Educational Development

- The **Course of Study** field will be programmatically filled with the code of **GEN: General Course of Study**.
- To make a change for a student other than **GEN**, select the appropriate **Course of Study** from the drop down table.
- Course of Study** codes explained in the left hand box.

Previous Codes

General
 APEX
 Combine – Gen and IEP
 Work Study
 IEP
 GED

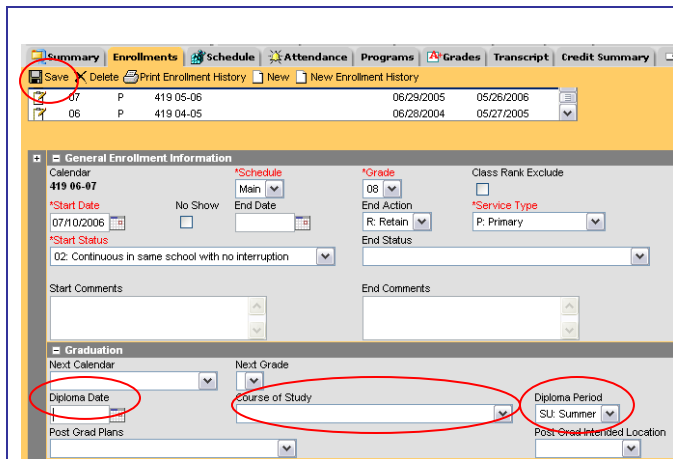
Revised Codes

GEN: General Course of Study
 ACH: Achieving Personal Excellence Course of Study
 COM: Combined General Program Course of Study
 Wor: Work Experience and Study Course of Study
 DES: Designated Course of Study
 GED: General Education Development

- Click **Save**

2007 Summer Graduate

If a summer graduate participates in the graduation ceremony but will be returning in the summer to complete the graduation requirements, please maintain the cumulative record folder until the student has completed all requirements. The student should **NOT** be counted with the May/June graduates but **retained**. *He/she will be counted once all the graduation requirements are completed.*



1. The student should be marked **Retain** to return to your school for the 07-08 school year to complete the graduation requirements.
2. **Remove:**
 - a) **Diploma Date**
 - b) **Course of Study**
3. Change the **Diploma Period** to “**SU**”: **Summer.**
4. Click **Save**

Students Containing a Graduation Designation

This section of the report lists inactive students that have some type of data entered that implies they have graduated during the current school year. Such criteria include:

- End Status Code of 90, 91, 92, or 93, **AND/OR**
- Diploma Date (not blank), **AND/OR**
- Course of Study (not blank), **AND/OR**
- Diploma Period (not blank)

Please review each of these fields, as well as “Grade” to ensure all data entered is correct. If a student did graduate earlier in the school year, please make sure that **End Status Code**, **Grade** (must be 12th), and all graduation data are entered correctly. If the student did not graduate, make sure all data accurately reflect a non-graduated status. Example: Student did not graduate, but has an End Status Code of 90. Change the end status code to the correct value and make sure diploma date, course of study, and diploma period are all blank.

Special Education Students Returning for Transition Services

Cumulative record folders of students in special education who walk through the graduation ceremony, but will receive Transition Services through DPS, will not be turned in until the student has completed the Transition requirements described on the IEP. If a student in Special Education participates in the graduation ceremony but will be returning to DPS in the fall to complete transition requirements, please maintain the cumulative record folder until the student has completed all the requirements. The student should **NOT** be counted with the May/June graduates but **retained**. *He/she will be counted once all the transition requirements are completed.*

If the student should be retained to return to your school to receive **Transition Services** the next school year 07-08, mark the student as **Retain**.

1. **Remove:**
 - a) **Diploma Date**
 - b) **Course of Study**
 - c) **Diploma Period**
2. Click **Save**