

PROCESSING THE SUMMER GRADUATE

Background Information: If a student did not graduate on time at the end of the school year but intends to earn enough credit to graduate during the summer, he should be given a “GP” High School Completion Status. When he subsequently earns the credit and qualifies for graduation, special attention needs to be paid to entering codes and dates correctly. If the student fails to earn the required credit, he will become an automatic dropout for Clearinghouse purposes (without your intervention). *Important: The procedures described below are based on the assumption that your Clearinghouse upload file has been submitted prior to when students earn the needed graduation-qualifying credit. If it has not, insert graduation dates/codes in the usual way.*

This is a three-part process, and all three parts must be completed or there will be Clearinghouse discrepancies. You must:

1. Assign a “H.S. Completion Status” of ‘GP’ to the student (see letter ‘A’ below);
2. Record a Graduation Date (see letter ‘B’, option 1 or 2, below); and
3. Create an ES (Exit Status) record for the student (see letter ‘C’ below).

A. PRIOR TO SUBMITTING CLEARINGHOUSE UPLOAD FILE

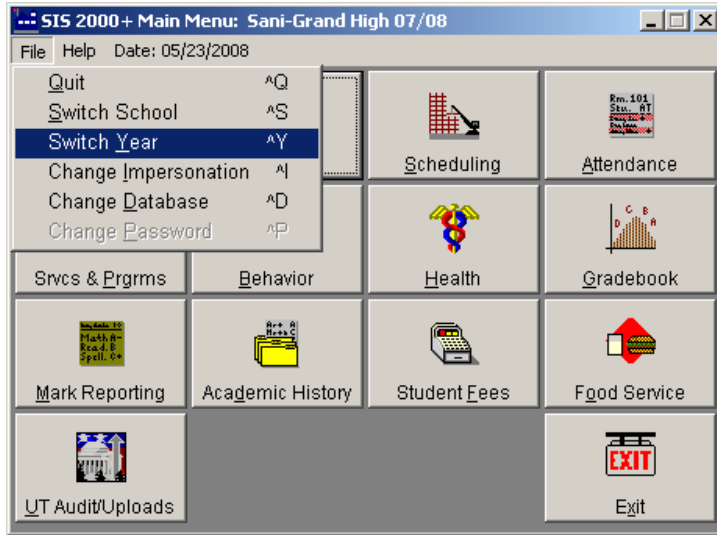
- Locate the student via the “**Student Editor**” screen
- Go to the **Misc. tab**
- Click **Edit**
- Choose **GP (Graduation Pending)** from the **H.S. Compl. Status** dropdown box
- Leave the Graduation Date blank
- Click **Save**

The screenshot shows the Student Editor interface with the Misc. tab selected. The student's name is Al Lawati Paizley S, with Student ID 1100, Gender Female, and Ethnicity White-Not of Hispanic Or. The H.S. Compl. Status is set to GP - Graduation Pending. The Graduation Year is 2008. The Save button is circled in red.

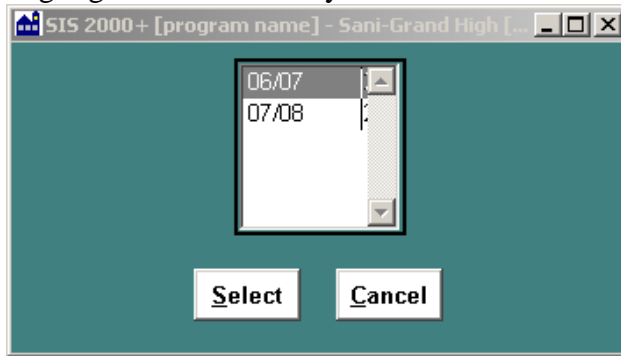
NAME - Last	Al Lawati	First	Paizley	Middle	S	Sfx	
Student ID	1100	Gender	Female	Ethnicity	White-Not of Hispanic Or		
General	Addresses	Misc.	Other	Contacts	Boundary	Enrollment	Picture
Counselor							
Restricted Information	<Unset>	Home Language	English	Registration Date	08/23/1999	Retain Student	<input type="checkbox"/>
LEP Student Language	English	Concentrator Code		Not Ranked	<input type="checkbox"/>		
Graduation Requirement	High School Graduation	H.S. Compl. Status	GP - Graduation Pending	Graduation Year	2008	Graduation Date	
Email	student@nowhere.com	URL	0,5/30/2006 9:18:50 AM				

B. AFTER THE CREDIT HAS BEEN EARNED, record a Graduation Date

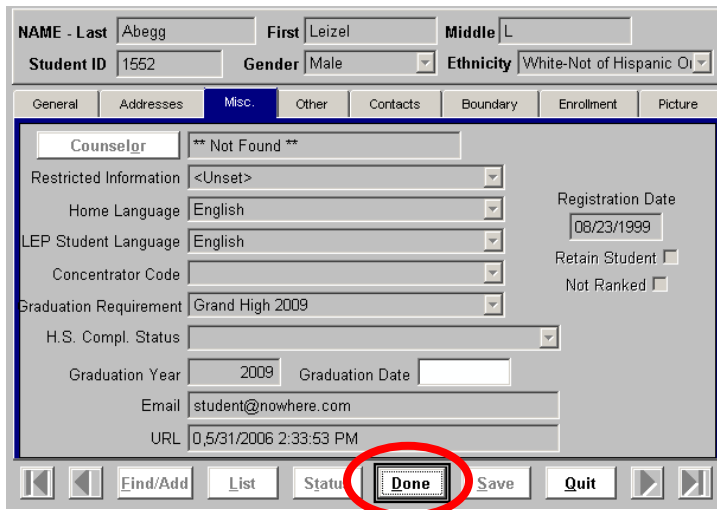
- **Option 1: If Year End Process has been run**
 - Log in to SIS normally – accessing the new school year’s database
 - On the SIS Main Menu, drop down the **File** menu
 - Select “**Switch Year**” to access students from the last school year



- Highlight the old school year



- Click **Select**
- Locate the student via the “**Student Editor**” screen
- Go to the **Misc. tab**
- Click **Edit**
- Enter a **Graduation Date (H.S. Completion Status cannot be changed)**
- Click **Done**

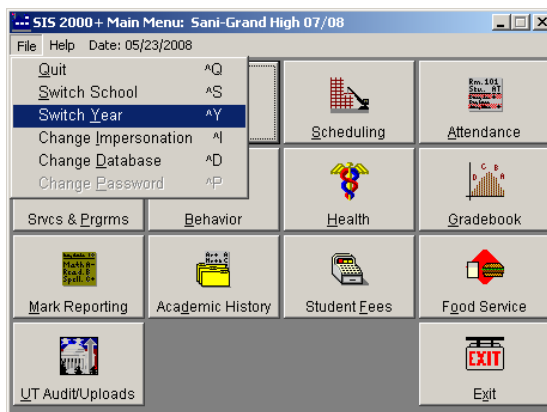


- **Option 2: If Year End Process has NOT been run**
 - On the “**Student Editor**” **Misc. tab**, enter the **Graduation Date** (actual)
 - **DO NOT change the H.S. Completion Status code** (this code should remain unchanged so that it matches what was submitted to the Clearinghouse)
 - Click **Save**

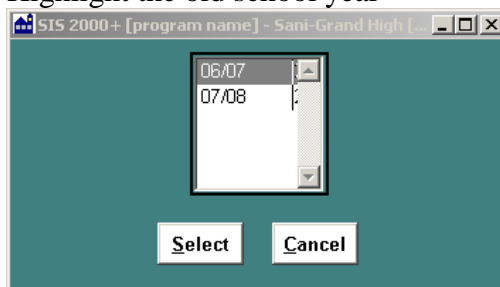
The screenshot shows the 'Misc.' tab of the Student Editor. At the top, fields include NAME (Last: Al Lawati, First: Paizley, Middle: S, Sfx:), Student ID: 1100, Gender: Female, and Ethnicity: White-Not of Hispanic Or. Below this are tabs for General, Addresses, Misc., Other, Contacts, Boundary, Enrollment, and Picture. The Misc. tab is active, showing fields for Restricted Information (<Unset>), Home Language (English), LEP Student Language (English), Concentrator Code, Graduation Requirement (High School Graduation), H.S. Compl. Status (GP - Graduation Pending), Graduation Year (2008), Graduation Date (07/20/07), Email (student@nowhere.com), and URL (0_5/30/2006 9:18:50 AM). At the bottom, a row of buttons includes Find/Add, List, Status, Undo, Save (circled in red), and Quit.

C. AFTER THE YEAR END PROCESS IS COMPLETE

- **Prior to creating your October 1 Clearinghouse Upload file** in the new school year, **create an Exit Status (ES) record for each student**
 - On the SIS Main Menu, drop down the **File** menu
 - Select “**Switch Year**” to access students from the last school year



- Highlight the old school year



- Click **Select**

Student Name	M/F	Birthdate	Age	Grade	Group
Al Lawati, Paizley S [1100]	F	07/20/1990	16	11	Currently active students
Track/School/Year	Advisor	Entry	Exit		
A 704 2006/07	Compton, Quintonya	08/21/2006			

General		Custom	
Entry Date	08/22/2007	Entry Code	P-Program Entry
Exit Date	06/13/2008	Exit Code	X-Exited School
Status	Active	Instructional Setting	<Unset>
Service Time	0.00	<Unset>	
Remarks			
Last Changed By	KaaJu	Changed Date	07/20/2007

Print Find List Delete Undo Add Save Quit

- On the **General tab**, select an **Entry Date** within the new school year, generally the first day of school. Note: this Entry Date is not entry into school; it is an Entry Date for the Program History record being created
- Select an **Exit Date** after October 1 (e.g. October 31) of the new school year Note: as above, this is an Exit from the Program History record.
- Choose an **Exit Code** from the dropdown (X is ok)
- Go to the **Custom tab**

Student Name	M/F	Birthdate	Age	Grade	Group
Al Lawati, Paizley S [1100]	F	07/20/1990	16	11	Currently active students
Track/School/Year	Advisor	Entry	Exit		
A 704 2006/07	Compton, Quintonya	08/21/2006			

General	Custom
Program ZES-Exit Status Change	
ZES-Exit Status Change <input type="text"/>	

Print Find List Delete Undo Add Save Quit

- Type the new **Graduation Code (GR, G1, G2, or G3)** in the box next to “ZES-Exit Status Change”
- Click **Save**