



FY16 – Grad Only Student Processing

Change Log

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Graduate-Only Processing

Beginning in FY16, Graduate-Only students are no longer reported as a separate EMIS Record type. A Graduate-Only student's graduation information will now be reported as an FN – Student Time Period Record. The student Registration Wizard has been modified to register students who are Grad-Only similar to regularly registered students. A reduced subset of elements is collected during the registration process for these students to satisfy EMIS reporting requirements.

Before you may begin registering Grad-Only students, you will need to ensure the following has been completed in your building:

1. Make sure there is a non-attending calendar defined in the building.
2. Choose a Student Status code to identify Grad-Only students. This status should be one that never appears on reports or used when running any reports for the general population in the building.

Before registering a student as a Grad-Only student, there are some data elements that you must have to complete the registration process:

1. SSID – the student's SSID must be reported. Because the student is withdrawn at the time of registration, the SSID locator will not be returning SSID's for these students.
2. District where student completed their course requirements towards graduation.
3. Date the student completed their course requirements.

If you have this information, you may proceed to Student Registration and begin registering the student.

Task 1 – Student Registration

The current graduation reporting Fiscal Year is FY16 so you'll need to change context to the building level in the 15/16 school year.

Navigate to **StudentInformation > SIS > Registration Wizard** and complete the required fields on the first tab.

The screenshot shows the 'Student Registration Wizard' interface. At the top, there's a blue header with 'ProgressBook' and a menu icon. Below it, a breadcrumb trail reads 'StudentInformation > SIS > Registration Wizard'. The main title is 'Student Registration Wizard', followed by the instruction 'From this screen users can register students'. There are five tabs: 'Registration Pre-requisites' (selected), 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The 'Registration Pre-requisites' tab contains several input fields: 'First Name:', 'Middle Name:', 'Last Name:', 'Called Name:', 'Social Security:', 'EMIS ID:', 'Student Number:', 'Birthdate:', 'Age:', 'Gender:', and 'Grade:'. A checkbox labeled 'Student is a Non-Attending Graduate' is highlighted with a red rectangle. A 'Next >' button is located at the bottom right.

1. If the student is new to your district, complete the required fields on the Registration Pre-requisites tab of the Registration Wizard. **Make sure to check the checkbox beside 'Student is a Non-Attending Graduate'.**
2. Click **Next** to move to the next tab.
3. If the student was previously enrolled in the district in any prior school year, the Possible Matches will be displayed.

The screenshot shows the 'Student Registration Wizard' interface, specifically the 'Possible Matches' tab. The header is the same as the previous screenshot. The tabs are 'Registration Pre-requisites', 'Possible Matches' (selected), and 'Non-Attending Graduate Registration'. A message box states: 'A possible match for the student you are registering. Please review the students listed below for possible duplicate records.' Below this, a student record is shown: 'Adams, Cassidy' with a red rectangle around the name. To the right, it says 'This student is already enrolled in the district, either this year or another year.' Below the name, there's a radio button icon, 'Student ID: 00010002', 'Gender: F', and 'Birthdate: Sep 11, 1997'. A 'STRICT MATCH' warning with a yellow triangle icon is displayed. To the right of this, it says 'STRICT MATCH ⚠ You may continue and add the existing student to the building you are working with, or go back and change some information to add a new student.' At the bottom, there are '< Back' and 'Next >' buttons.

4. Click Next to proceed to the next tab.
5. Since this is a Grad-Only student, the next step in the process is to complete the Non-Attending Graduate Registration Tab.

The screenshot shows the 'Student Registration Wizard' interface, specifically the 'Non-Attending Graduate Registration' tab. The form is titled 'Student Registration Wizard' and includes a sub-header 'From this screen users can register students'. The navigation tabs are 'Registration Pre-requisites', 'Possible Matches', and 'Non-Attending Graduate Registration'. The form contains several sections with input fields and dropdown menus:

- Hispanic/Latino:** A dropdown menu with the option '[Select Hispanic/Latino]'.
- Local Ethnic Category:** A dropdown menu with the option 'W - White'.
- Racial Group(s):** A series of checkboxes for 'A-Asian', 'B-Black or African American', 'I-American Indian or Alaska Native', 'P-Native Hawaiian or Other Pacific Islander', and 'W-White'.
- Summative Race:** A dropdown menu.
- State Student ID (SSID):** A text input field.
- Graduation Date:** A date picker field.
- Student Status:** A dropdown menu.
- Attendance Calendar:** A dropdown menu.
- Grade:** A dropdown menu with the option 'GR'.
- Address of Residence (For Address Verification):** A section with text input fields for 'Street', 'City, State, Zip', and a state dropdown menu (currently showing 'OH').
- Mailing Address:** A section with a checkbox 'Use Address of Residence' and text input fields for 'Street', 'City, State, Zip', and a state dropdown menu (currently showing 'OH').
- Phone Number:** A text input field and an 'Unlisted' checkbox.
- Email:** A text input field.
- County of Residence:** A dropdown menu with the option '[Select County of Residence]'.
- Diploma Type:** A dropdown menu with the option '* - Not Applicable'.
- Courses Completed IRN:** A text input field with a search icon.
- Courses Completed Date:** A date picker field.

At the bottom of the form, there are '< Back' and 'Finish' buttons.

Fill in the required fields. The data elements are:

- **Hispanic/Latino:** Select the appropriate value. This information is not reported to EMIS.
- **Local Ethnic Category:** Local school purposes only
- **Racial Group:** Select the appropriate racial groups for the student
- **State Student ID:** Required – the SSID must be entered
- **Graduation Date:** indicates the date of the student's graduation. The graduation date will be used to populate:
 - Admission History for District and Building Admission date
 - Withdrawal date from district and building as well as FS End date. Withdrawal Reason will be defaulted to '99'.
 - Reported as Diploma Date

- **Student Status:** Choose a student status code that indicates the student is an inactive student. You may want to define a special student status code for Grad-Only students
- **Attendance Calendar:** Select a non-attending calendar from the calendar dropdown. Since Grad-Only students are not attending, no attendance should be calculated for them
- **Grade:** Local use only, will not be reported.
- **Address:** For local use only
- **Phone Number:** For local use only
- **Email Address:** For local use only
- **County of Residence:** For local use only
- **Diploma Type:** (Required) Select the diploma type that reflects the diploma the student received
- **Courses Completed IRN:** (Required) Enter the district IRN of the district where the student completed their course requirements towards graduation
- **Courses Completed Date:** (Required) Enter the date the student completed all course requirements towards graduation

Once the record has been completely added, the student's record may be accessed on the Edit Student Profile Maintenance page. The message "This student is a Non-Attending Graduate" will display on select pages of the profile.

6. On the FN Graduate Tab, update any of the Graduate indicators, if applicable.
7. The FS Standing record for the student was created with a start and end date equal to the graduation date. The student's EMIS situation will be set as follows:
 - a. Traditional District: 600
 - b. Community School: 601

Task 2 – Special Education Grad-Only Records

For Grad-Only students, a corresponding Special Education IEP event will not be reported.

Student Information > SIS > Student > Special Education

Special Education

From this screen, you can display, add, change and delete Special Education records.

Events | Grad Requirement | Services

IEP Date:

Date Type:*

Assessment Area:*

Exemption Flag:*

Save Cancel

- OGT - C - Social Studies/Citizenship
- OGT - M - Math
- OGT - R - Reading
- OGT - S - Science
- OGT - W - Writing
- End of Course - ALG1 - Algebra 1
- End of Course - BIOL - Biology
- End of Course - ELA1 - English Language Arts 1
- End of Course - ELA2 - English Language Arts 2
- End of Course - GEOM - Geometry
- End of Course - GOVM - American / United States Government
- End of Course - HIST - American / United States History
- End of Course - MTH1 - Mathematics 1
- End of Course - MTH2 - Mathematics 2
- End of Course - PHYS - Physical Sciences

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An FE record is to be reported for **any** graduating student who is exempt from the Graduation Requirement in period G. This includes students who are taking Alternate Assessments.

This record is reported whenever an IEP determination is made to add, confirm, or cancel an exemption from the consequences of any graduation assessment and/or individual graduation assessment areas. FE records are reported in all Period S data sets.

If the record is being used to report a granting of an exemption in a particular Assessment Type/Area combination, it is reported in the first school year of the IEP determination and every year thereafter, thereby confirming the IEP team has continued the exemption on the IEP. This is true even if there is no change in the granted exemptions from one IEP to the next.

If the record is being used to report removing or cancelling an exemption in a particular Assessment Type/Area combination, removal of the exemption is reported in the initial year of the IEP change and optionally thereafter.

If a student is never exempted from a particular Assessment Type/Area combination, then it is not necessary to report a Student Special Education Graduation Requirement Record for that combination.

Separate records are submitted per graduation Assessment Type/Area. For example, if the student no longer needs to meet the passing requirements of three of the five OGT subjects, then three records must be reported.

Task 3 – Add Assessment Records

The following assessments should be reported during Period G for Grad-Only students:

1. Summer OGT assessments for summer grads
2. American College Testing Assessment (ACT)
3. The Scholastic Aptitude Test (SAT)
4. International Baccalaureate (IB)
5. Advanced Placement (AP)
6. Industry Credential Assessment (GW)
7. End of Course (GE)
8. Workkeys (WK)

If the student has any of the assessment results required in the list above, add the records to the Assessment Maintenance pages. All assessment results will be included in the Assessment Transfer in period G.

Task 4 – Add Student Core Summary Records

Student Core Summary records for period G need to be reported for Grad-Only students. There are two ways to have Core summary records created but for any student, you must choose only one method:

1. If the student has never been enrolled in your district before, you may manually add Core Summary Records in period G under **Student Information > EMIS > Graduate Reporting Period (G) > Student Graduate CORE Summary Maintenance.** Add the detailed Core Summary records for the student. When added manually, since no Course History or Class List records exist for the student, the Core summary records will not be deleted when the Update Graduate Core Summary records are processed. But if the student has at least one course history record or one class list record, the manual Core Summary records will be deleted when the update is processed.

OR

2. Add Student Course History records manually for the courses the student took and earned credit towards graduation. If you use this method, then you must enter the course history records for all of the courses to report a complete set of Core Summary records. If you use this method, do not add Core Summary records manually on the maintenance page or they will be deleted when the Core Summary Update is processed.