# FY22 Period G Checklist

## Change Log

| Date | Section Number/Name | Change Description |
|------|---------------------|-------------------|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 4/13/22 | Task 6 – Add/Update Graduation Seals and Add/Update Student Memberships (Programs) for Seal of Biliteracy | Note added indicating that the Plan to Earn program codes for the graduation seals are not required to be reported during Period G. |
| 4/13/22 | Task 9 – Run Student Profile Bulk Update to update FN Graduate Elements | Note added |
| 4/4/22 | Overall document | Updated for FY22 |

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# Period G (Graduate)

For Period G, all City, Local, Exempted Village school districts are required to report data for Period G.

JVSDs and ESCs are not required to report Period G records.

For Period G, we collect the data on students who graduated anytime during the 21/22 school year as well as students who will graduate over the summer prior to the start of the 22/23 school year.

99% of Period G work will take place in the 21/22 school year. One exception is students who graduated during the summer on or after July 1st.

Once the 21/22 school year ends and you have moved to 22/23 as your default school year, data in 21/22 Period S will still be accessible for corrections and reporting completion. Period G reporting affects the Local Report Card, so it is important to complete reporting in a timely manner.

For students taking courses in the summer of 2022, manual course history records should be entered in 21/22.

# Reminders

- Graduating students MUST be reported as withdrawn with the appropriate Withdrawal Reason code indicating they are withdrawn as a graduating student. Withdrawal Dates and Codes are not reported in Period G.

- In the future school year, School Year Initialization must be run before starting period G processes. In addition, the Default Calendar must be set on StudentInformation Options in the high school building to indicate the default calendar for the building.

# 1st Set of Tasks: Tasks that can be completed before school is finished

SSST highly recommends the following eight tasks be completed before school is out.

# Task 1 – Bulk Update Courses and Manual Course History records for Core Subject Area and Dual Credit

A bulk update process is available to allow you to quickly mass update the Core Subject Area value and/or the Dual Credit Checkbox on course records or manual course history records. Each course to be counted for high school credit must have a Core Subject Area value. In addition, any course that is considered a Dual Credit course must have the Dual Credit flag updated before the college credit amount earned may be updated for students earning dual credit.

Refer to the **Bulk Update Core Subject Area or Dual Credit** Step by Step and the **Bulk Update Manual Course History Core Subject Area or Dual Credit** Step by Step for further instructions.

The process may be run in 21/22 to catch any new courses that may have been added.

# Task 2 – Flag Courses and/or Course History with Dual Credit Option

Students who are taking courses that have been approved under the Articulation Agreement through the College Board of Regents for both high school credit and college credit, should have the 'Dual Credit' value reported as part of their Core Summary (GC) Record.

Update this field on the General tab in Courses for the course.



'Course is Dual Credit' is available to view on each student's Course History Summary to see if the student received Dual Credit for a course.

Additionally, when adding Manual Course History for a student, the Dual Credit option is available to be checked for that student's record.

## Task 3 - Update <u>Student</u> College Credit values for Dual Credit Courses

For any student who earned transcripted college credit for Dual Credit, update the college credit amount the student earns.  The college credit amount must be the transcripted college credit amount that will appear on the student's college transcript.  The college credit earned will be reported on the GC Core Summary Records.

The College Credit Hours value selected on the Marks tab for a course will automatically populate the credit field for the Bulk Assign & Save Selected value on the College Credit Management screen.



Use the College Credit Management page to update the values based on the courses and/or manual course history records flagged as dual credit courses.  Students must earn a passing mark in the course.  **Courses must be marked 'Dual Credit' to be included on the College Credit Management course sections.**

1. Change Context to the building level and 21/22.
2. Navigate to ***StudentInformation » Management » Ad-Hoc Updates » College Credit Management***

**EMIS Student Tab Updates**
3. On the **EMIS Student tab,** select the dual credit Course whose college credit value you want to update for any student.
4. In the course sections drop-down list, select the appropriate course section for which you want to perform the update.
5. Select the check box in the row of each student whose college credit you want to update for the selected course section.  (You can also select **Check All** to select all students).
6. Enter the college credit for the selected students using one of the following methods:
    A. Update selected students individually:
        1. In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section.
        2. Click **Save Selected**.

    B. Bulk update selected students:

1. In the text box above the grid, the Credit value should already be populated with the value on the Courses Marks Tab.
2. Click **Bulk Assign & Save Selected**.



**Manually Entered Courses**
1. On the **Manually Entered Courses tab,** when the tab is selected, any student who has a manual course history record with the 'Is Dual Credit' flag set will appear on a grid on the page.
2. Select the Check box in the row of each student whose college credit you want to update for the selected course section.  (You can also select **Check All** to select all students).
3. Enter the college credit for the selected students using one of the following methods:
   A. Update selected students individually:
      1. In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section.
      2. Click **Save Selected**.
   B. Bulk update selected students:
      1. In the text box above the grid, enter the amount of college credit earned by all the selected students.
      2. Click **Bulk Assign & Save Selected**.

## Task 4 – Run Course Detail report to verify courses are marked appropriately

📄 Scheduling: Course Detail – lists all course information in a spreadsheet format

All courses that earn High School Credit and are EMIS reportable need a CORE Subject Area value.  Utilizing this report will provide every field for every course on an Excel spreadsheet which will allow users to hide fields they do not need, sort, filter, etc. to verify the required data.

StudentInformation > Local > Analytics Hub

**∨ Scheduling**

| ☆ 5 Credit Rule Check | ☆ Course Detail |
|---|---|
| For EMIS Coordinators to run for grade 9-12 students to see in a visually condensed format which students, according to their schedules, have met the 5-credit attempted rule for the year and who have not. | Lists all course information in a spreadsheet format. |

| ☆ Student Location | ☆ Student Schedules |
|---|---|
| Displays the location of every student during each period of the day in the selected building. | Displays all student schedule information in a spreadsheet format. |

**Filters**                                                                   ✕

| Filter By | Condition | Value |
|---|---|---|
| School Year | Equal To ▼ | 2020-2021 ▼ |
| School Name | Equal To ▼ | Galion High School ▼ |

Okay    Cancel

# Task 5 – Verify graduating seniors have been Power Withdrawn from your district

**Power Withdraw is a very powerful tool.  Verify the list of students to withdraw before executing the bulk withdrawal**

**THIS TASK IS NOT RUN UNTIL NEAR THE END OF THE SCHOOL YEAR!**

Power Withdraw provides the ability to select students by Grade Level, Grade Level Next Year, ad-hoc membership, Home School IRN, Homeroom, Teacher, Course Section assignment, Membership group, EMIS Situation or How Received value.  Individual Student ID's may also be used to find students to update.

**CRITICAL**  Graduating seniors must be withdrawn before the final Period S window closes.  Seniors should be withdrawn using the **last day of attendance on the senior calendar, if applicable,** not the last day of school.

**CRITICAL**  If you fail to withdraw graduating students in 21/22, they will show on the Missing Student Report for FY23 Period S.

The Power Withdraw process does not perform a complete withdrawal. Power Withdraw only enters a withdraw date and code. Power Withdraw does not drop course section assignments, apply fee waivers, or change the student's status. If seniors are Power Withdrawn prior to running their final transcripts, their transcripts will include their withdrawal date.

The Honor Roll Report is one of the few reports in StudentInformation that honors the homeroom date on the submission screen. If attempting to generate an Honor Roll for seniors that have already been power withdrawn, make sure you use their withdrawal date as the homeroom date on the Honor Roll Report submission screen.

1. At the building level navigate to ***StudentInformation*** » ***Management*** » ***Power Withdraw***.
2. The School: dropdown will default to the building in context.
3. In the Withdraw Reason: dropdown select `99 - Completed High School Graduation Requirements`.
4. The Withdraw Date: will default to the last day of school and should be changed if the senior calendar has an earlier end date.
5. The Withdrawn to IRN: will default to ******.
6. In the Search Mode: section select the Search Criteria radio button.
7. Use the filters to narrow down your search criteria.
8. Ensure ☑ Students Selected by Default is checked.

9. Click **Search**.
10. Verify the students on the list are correct.
11. Uncheck the students who will not be graduating and do not need withdrawn.
12. Double check the list to make sure it is correct before continuing.
13. Click **Withdraw**.
14. The following message will display when the process is complete.

All selected students were successfully withdrawn

15. If errors occur the following message will be displayed

Errors occurred while withdrawing students. Students with errors were not withdrawn unless otherwise noted.

16. The students will be listed below the **Search Mode:** section.
17. View the students and correct the errors.
18. Rerun the Power Withdraw if needed.

# Task 6 – Add/Update Graduation Seals and Add/Update Student Memberships (Programs) for  Seal of Biliteracy

**Graduation Seal Membership Codes**
Once the StudentInformation V.21.3 is applied, the State System of Diploma Seals program codes for Plans to Earn and Earned will be reported as set forth below.

> StudentInformation > SIS > Student > Graduation Points > Student Exemptions / Requirements

At this time, the College-Ready Seal (remediation-free scores on the ACT or SAT) and the Honors Diploma Seal (updated based on the diploma type selected on the EMIS Graduation Elements screen) are the only two seals that automatically have 'Earned' checked when the requirements have been met.

Once v.21.3 has been applied, the graduation seal membership codes will no longer be available to be added to the student's Edit Membership screen, with the exception of the language codes for the Seal of Biliteracy (60XXXX**). Districts must add the language membership codes to the student's Edit Membership screen in order for the appropriate language code to be reported when they have earned a Seal of Biliteracy.**

As long as the Earned and Plans to Earn seals remain checked for the students, they will be reported for the current and for each subsequent school year.

**Plans to Earn is checked**
Once the 'Plans to Earn' checkbox has been selected for any of the Graduation Seals underneath the State System of Diploma Seals located at the above breadcrumb trail, the Plans to Earn membership code associated with the selected option will automatically be included in the ✔ **Transfer - Student Program (GQ)** selection.
***Note:  The Plans to Earn graduation seals program codes are not required to be reported during Period G.***

**Earned is checked**
Once the 'Earned' checkbox has been selected for any of the Graduation Seals underneath the State System of Diploma Seals located at the above breadcrumb trail, the Earned membership code associated with the selected option will automatically be included in the Period S and the Period G transfers under the ✔ **Transfer - Student Program (GQ)** selection.

**Both Plans to Earn and Earned is checked**
When both the Plans to Earn and Earned are checked for the same Graduation Seal, only the Earned will be reported.  For the College-Ready Seal, Honors Diploma Seal and Industry-Recognized Credential Seal that don't have an Earned code, Plans to Earn will be reported unless the student has earned the seal.  If earned, then no code is reported.

| Graduation Seal | Plans to Earn Program Code | Earned Program Code |
|---|---|---|
| Citizenship Seal (Ohio) | 510251 | 510260 |
| College-Ready Seal (Ohio) | 510371 | No program code available |
| Community Service Seal (Local) | 510491 | 510500 |
| Fine and Performing Arts Seal (Local) | 510571 | 510580 |
| Honors Diploma Seal (Ohio) | 510451 | No program code available |
| Industry-Recognized Credential Seal (Ohio) | 510211 | No program code available |
| Military Enlistment Seal (Ohio) | 510131 | 510140 |
| OhioMeansJobs Seal (Ohio) | 510000 | 510001 |
| Science Seal (Ohio) | 510411 | 510420 |
| State Seal of Biliteracy (Ohio) | 510331 | No program code available |
| Student Engagement Seal (Local) | 510531 | 510540 |
| Technology Seal (Ohio) | 510171 | 510180 |

**Student Exemptions / Requirements**  [Update Exemptions]

> Optional Graduation Exemptions
> Optional Graduation Requirements
> Optional Career-Technical Requirements
∨ State System of Diploma Seals

| Plans to Earn | Earned | Seal | Description |
|---|---|---|---|
| ☑ | ☐ | Citizenship Seal (Ohio) | Earn a proficient score or higher on both American History and American Government end-of-course exams; earn a proficient score on appropriate AP or IB exams; or earn at least a B or higher in appropriate College Credit Plus courses |
| ☐ | ☐ | College-Ready Seal (Ohio) | Earn remediation-free scores on the ACT or SAT |
| ☐ | ☐ | Community Service Seal (Local) | Complete a community service project aligned with school guidelines |
| ☑ | ☑ | Fine and Performing Arts Seal (Local) | Demonstrate skill in Fine or Performing Arts according to local guidelines |
| ☐ | ☐ | Honors Diploma Seal (Ohio) | Earn 1 of 6 honors diplomas (Academic, International Baccalaureate, Career-Tech, STEM, Arts, or Social Science and Civic Engagement) |
| ☐ | ☐ | Industry-Recognized Credential Seal (Ohio) | Earn an approved industry-recognized credential that is aligned to a job considered in-demand in this state and its regions |
| ☐ | ☐ | Military Enlistment Seal (Ohio) | Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces; or participate in an approved JROTC Program |
| ☑ | ☑ | OhioMeansJobs Seal (Ohio) | Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies |
| ☐ | ☐ | Science Seal (Ohio) | Earn a score of proficient or higher on the Biology end-of-course exam, AP, or IB exams; or earn at least a B or higher in an appropriate College Credit Plus course |
| ☑ | ☐ | State Seal of Biliteracy (Ohio) | Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English |
| ☐ | ☐ | Student Engagement Seal (Local) | Participate in extracurricular activities as determined by local guidelines |
| ☐ | ☐ | Technology Seal (Ohio) | Earn a proficient score or higher on an appropriate AP or IB exam; earn a B or higher in an appropriate College Credit Plus course; or complete a course offered through the district or school that meets guidelines |

Once 21.3 is released, districts will need to select the Proficient Foreign Languages underneath the EMIS Graduation Elements on the Student Exemptions/Requirements screen. This will allow the Seal of Biliteracy to be added to the student's transcript.

**Student Exemptions / Requirements**  [Update Exemptions]

> Graduation Plan Details
∨ EMIS Graduation Elements

Last Modified: 02/28/2022 6:11 AM by User: m

| | |
|---|---|
| Student is a Non-Attending Graduate: | ☐ |
| CORE Economics and Financial Literacy Requirement Met: | N - District has not determined this student met requirement ∨ |
| CORE Fine Arts Requirement Met: | N - District has not determined this student met requirement ∨ |
| CORE Graduation Requirement Exemption: | * - Student has not opted out of Ohio Core requirements (default) ∨ |
| Exempted from Physical Education Graduation Requirement: | N - District not adopted policy or student has not met all of policy re ∨ |
| Graduation Date: | 05/22/2022 📅 |
| Diploma Type: | 2 - Academic Diploma with Honors ∨ |
| OGT Graduation Alternative: | 0 - Not Used ∨ |
| Military Compact Graduation Alternative: | 0 - Student is not using the military compact alternative ∨ |
| Proficient Foreign Languages: | |
| | (European) Portuguese |

# Task 7 - Update Graduation Date and Diploma Type

📄 Use the EMIS FN Graduate Detail Report under Ad Hoc Reports to verify values to be reported for graduates.

The Graduation Date and Diploma Type fields may be updated during the school year so the information will be available for final transcripts. The actual Graduation Date and Diploma Type will not be reported until period G data is submitted.

**Grad-Only Students**
Students who are not enrolled in your district, but graduate by completing their graduation requirements at your district, are Grad-Only students. They should be entered as a Grad-Only student following the steps in the **Registering Grad-Only Students** documentation.

**Grad-Only students with Graduation Date prior to current school year**
For the current school year, districts will be able to add Grad-Only records for students with prior year graduation dates (out of date range). These students with a student annual record in the current school year will then be included in the FN transfer file during Period G.

**On-time Graduating Students**
Use the bulk updates available to update Diploma Date and Diploma Type. Best practice would indicate that this option should be applied *no more than 10 days prior to the end of the school year*.

## Updating Diploma Date
Student Diploma dates may be updated individually by student on the EMIS Graduation Elements (Student Exemptions/Requirements) or using the bulk updates.

**Manually update the Graduation Date and Diploma Type Fields:**
1. Change your context to the building level and the current school year.
2. Navigate to ***StudentInformation > SIS > Student > Graduation Points > Student Exemptions/Requirements***.
3. Open the **EMIS Graduation Elements** section and fill in the student's graduation date in the Graduation Date: field.
4. Next, select the appropriate diploma type from the Diploma Type: dropdown.
5. Click Save .

**Bulk Update Student Graduation Date:**

1. Change your context to the building level and the current school year.
2. Navigate to ***StudentInformation > Management > Ad-Hoc Updates > Update Graduation Date***.

3. By default, only students with an EMIS Grade Level of 12 are updated. All other grade levels will need to be updated manually.

4. Select the applicable status codes in the **Select the Student Statuses to be included:** dual select.

5. In the ☁ **File Download Options** section select

| CSV ∨ | Download ∨ |

6. Enter the graduation date in the **Graduation Date:** field.

7. If **Override Existing:** ☑ is marked, any student who is a 12th grader and matches the status codes selected above will have their graduation date updated.

8. Next select ⦿ **Verify** in the **Run Type:** section.

9. Click **Submit** .View the output file and verify the students who will be updated with the correct date.



10. Once you have verified the output, choose **Run Type:** ⦿ **Update** .

11. Once the process is complete the following message will be displayed:

There were 4 EMIS graduation dates and 4 SIS graduation years updated ✖

12. Now navigate to a student's profile.

13. Verify the student's **Graduation Date:** has been updated on the **FN-Graduate** tab or on the **EMIS Graduation Element section of Student Exemptions/Requirements** and the **Graduation Year** field on the **Additional** tab of the student has also been updated.

⚠ **CAUTION!** **Students included on the output file who aren't going to graduate will need to have the Graduation Date and Diploma Type manually removed from their EMIS Graduation Elements section found under the Student Exemptions/Requirements screen.**

**Bulk update Diploma Type:**

1. Navigate to ***StudentInformation » Management » Ad-Hoc Updates » Update Diploma Type***.
2. In the `Assigned Graduation Dates` dual select pull over the graduation date you used in the Bulk Update Graduation Date process above.

| All Graduation Dates | Assigned Graduation Dates |
|---|---|
| 05/21/2022 | |
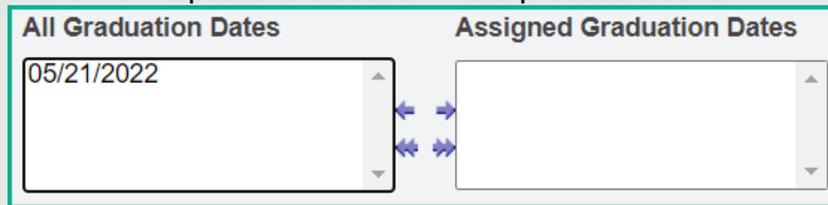
3. Choose a diploma type from the `Set diploma type to:` dropdown.
4. If you would like to use Graduation Verification rules to further narrow down students who will be updated with the selected diploma type, fill in the `for students passing rule:` and `Mark Type:` fields.
5. Click `Submit`.
6. The following message will be displayed: `The update student diploma type job has been successfully submitted`
7. Verify the `Diploma Type:` field has been updated on the `FN-Graduate` tab (display only) or on the **EMIS Graduation Element section of Student Exemptions/Requirements**.

**Note:** When the Bulk Update process for diploma type is used, select the diploma type that reflects the type earned by the majority of students included in the update. Once completed, manually update the diploma type on the EMIS Graduation Elements on the Student Exemptions/Requirements tab for any student whose diploma type differs from what was selected in the bulk update.

# Task 8 - Set up Ad-Hoc Groups for Student Graduate Fields

Once v. 21.3 is installed at your site, the FN Graduate elements will be updated on the Student Exemptions/Requirements screen under the EMIS Graduation Elements section. The selected values will be grayed out but still displayed on the FN Graduate tab of the Student Profile.

If a student has met any of the requirements for the CORE elements under the EMIS Graduation Elements, it is necessary for the value to be changed to "Y". This can be accomplished quickly by using the mass update process.

These elements are not school year specific. Once changed, the change will be reflected in all years.

To complete the updates, you will need to create an Ad-Hoc Group for each of the following fields to update the values using the Student Profile Bulk Update.
- CORE Economics and Financial Literacy Requirement Met
- CORE Fine Arts Requirement Met
- CORE Graduation Requirement Exemption
- Exempted from Physical Education Graduation Requirement

The default settings for each values listed above are 'N' with the exception of CORE Graduation Requirement Exemption which is '*'. Below are screenshots of how the FN Graduate tab on the Student Profile AND the EMIS Graduation Elements on the Student Exemptions/Requirements screens will appear once v.21.3 is applied at your site.

**To make an Ad-Hoc Membership go to:**

1. Navigate to ***StudentInformation » My Account » Ad Hoc Memberships***
2. Click on the Add New Ad-Hoc Membership.
3. Name your membership, ex. CORE Economics Requirement Met.
4. Choose your search criteria.  Example:  Use Additional Info Tab and select students by grade level.  Click Search. (Check ☑ Students Selected by Default to include)
5. Review the list of students and uncheck the box beside any student you do not want to include in the update.
6. Then click the Add Selected Students.  You will receive a message at the top of the page that says "Added 'XXX' students to membership".
7. Click Save.
8. You will want to create an Ad-Hoc Membership for each of the above Requirement fields to be used in the Student Profile Bulk Update.

## Task 9 – Run Student Profile Bulk Update to update FN Graduate Elements

Once the Ad-Hoc Memberships have been created for the CORE Requirement fields listed in Task 8 above, you are ready to process the Student Profile Bulk Update to update each of these fields. You can do each one as you are ready; you do not have to wait until you have all Ad-Hoc Memberships completed.

1. Navigate to ***StudentInformation » Management » Ad Hoc Updates » Student Profile Bulk Update***
2. Click on the dropdown to select the Ad-Hoc Membership that you have prepared for the Update. If you have not yet prepared your Ad-Hoc Membership, you can do so at this time by clicking the [...].
3. After selecting your Ad-Hoc membership, click the [Next >] button. Continue clicking the [Next >] button until you reach the [FN-Graduate] tab.
4. Check the CORE Requirement Met field you wish to update.
5. Choose the value you wish to update your Ad-Hoc Membership with and click [Next >].
6. Review the updates you wish to make and click [Submit]. Once the profile changes are saved successfully, you will receive a message that states, "Student Profile Bulk Update was completed successfully."

**Note: Once v.21.3 is released, any updates made using the Student Profile Bulk Update for the FN-Graduate fields, will be applied to the EMIS Graduation Elements contained on the Student Exemptions Requirement screen. Once applied there, they can be viewed on the FN Graduate tab of the Student Profile.**

**This screenshot reflects the updates in v.21.3 to the Student Profile Bulk update.**

**2nd Set of Tasks: Can be completed after the first set of tasks is complete.**

## Task 10 – Run Graduate CORE Summary Verify/Update

The CORE Summary Verify/Update will only look at students with a diploma date between the first day of the school and the day before the first day of school for the upcoming year. Run the Graduate CORE Summary Verify/Update process in Verify mode to make sure that no courses or manual course history records have been missed. The verification process may be run for a single building or multiple buildings in the same run. This process creates an interactive list of courses or course history records that do not have a CORE Subject Area specified.

When processed for "Course Verify", only the Course records will be included in the verification. When processed for "Student Verify", manually entered course history records will be verified.

Period G data will include a Graduate CORE Summary record indicating how many credits towards high school graduation a student has earned in each specific CORE Subject Area. Only courses which are flagged for high school credit will be considered for the Graduate CORE Summary Records. If college credit was earned for dual credit courses, the amount of dual credit by core subject area is also included.

Calculating the credits earned for CORE will be based on courses the student took where high school credit was earned that counts towards graduation. This may or may not include courses taken in the district. If the student earned credit towards graduation from another entity and the school district accepts it as credit towards their graduation requirements, it needs to be used in the calculation of credits for CORE. This could include courses taken from the following entities:

- Courses taken at the district that will award the diploma
- Courses taken at the JVSD/Contract Vocational School
- Courses taken at a Post Secondary Institution
- Courses taken at another school district
- Correspondence Courses
- Any other experiences for which the district that will award the diploma has awarded credits toward graduation for the student, subject to any relevant local and state policies.

Records for these types of courses would have been created manually on the Course History module. Courses taken in middle school where a student earned credit towards graduation would also count.

The Graduate CORE Summary Verify/Update only needs run in buildings where there are graduating seniors.

1. Navigate to **_StudentInformation_** **»** **_EMIS_** **»** **_Graduate Reporting Period (G)_** **»** **_Graduate CORE Summary Verify / Update_**.
2. Run the Graduate CORE Summary Verify/Update in verify mode first. Choose ⦿ Course Verify . It automatically verifies the school year you are in, and you can select to choose any or all previous school years as well by pulling them over to the School Years To Verify box.
3. Click Submit and you will receive an interactive list of courses that require updates. By choosing the blue link under Course Code, you can go to the screen required, make the updates and save. You will then return to this page to continue making updates.
4. Once you have made all the corrections, you can proceed to check ⦿ Student Verify and click Submit . This page will list any students with Manually Entered Courses that require CORE Subject Area updates. By choosing the interactive blue link, you will be taken to the Manually Entered Course page to update the CORE Subject Area for each course. Once the updates have been made and saved, you will return to this page to continue making updates.

# Task 11 – Create Student Graduate CORE Summary Records

Once you have completed the Graduate CORE Summary Verify/Update verification and verified the students who have met requirements for graduation, you are ready to process the CORE Summary in update mode.

When updating the CORE Summary Record, one record per CORE Subject Area where credit is earned will be created.

1. Go to **_StudentInformation_** **»** **_EMIS_** **»** **_Graduate Reporting Period (G)_** **»** **_Verify Update/Transfer Period (G)_** and select Update and **Submit**.
2. You will receive a message that the Graduate CORE Summary update job has been submitted.
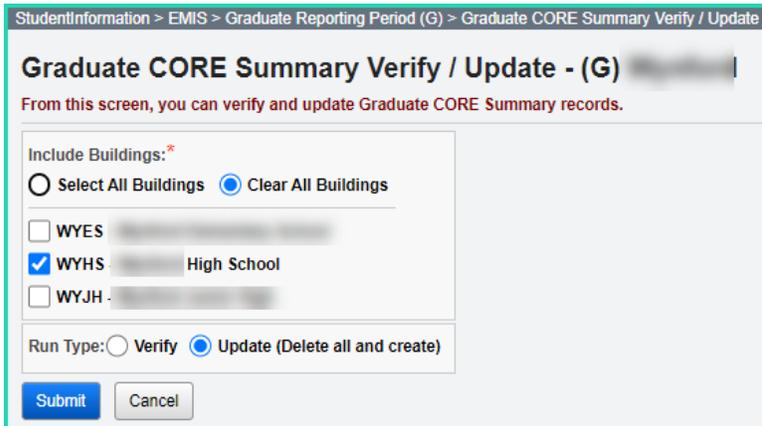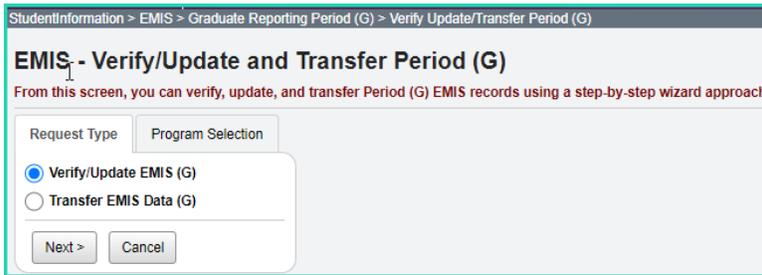
# Task 12 – Make corrections to Student Graduate CORE Summary Records

The Student Graduate CORE Summary Maintenance Page will show a summary of records for each student created through the update process.  This page has add/edit and delete capabilities.

Records are created for graduates only for Period G.  Manual records may need to be added for your summer graduates, so it is important to remember that when you process Update CORE Summary Record in update mode, you want to do this prior to manual entries, or the manual entries will be overwritten during the update**.** Manual records only need to be created if there is no course history record for the credits earned over the summer.  If you enter manual course history, you can rerun the update process.

All summer school manual course history should be entered in 21/22.

StudentInformation > EMIS > Graduate Reporting Period (G) > Student Graduate CORE Summary Maint

## Student Graduate CORE Summary Maintenance

From this screen, you can display, add, change and delete data pertaining to student Graduate CORE Summary records.

Add CORE Summary Record

| | | CORE Area Code | CORE Area | CORE Count | Dual Credit |
|---|---|---|---|---|---|
| 🗑 | ✏ | ELE | Elective Units | 2.00 | 0.000000 |
| 🗑 | ✏ | ENG | English Language Arts Units | 4.00 | 3.000000 |
| 🗑 | ✏ | FAR | Fine Arts Units | 1.50 | 0.000000 |
| 🗑 | ✏ | MTA | Mathematics - Algebra II or Equivalent Units | 3.00 | 3.000000 |
| 🗑 | ✏ | FLR | Foreign Language Units | 2.00 | 0.000000 |
| 🗑 | ✏ | HTH | Health Education Units | 0.50 | 0.000000 |
| 🗑 | ✏ | SOO | Social Studies units Othe than Am. Hist & Government | 2.50 | 0.000000 |
| 🗑 | ✏ | SOH | Social Studies - American History units | 2.00 | 0.000000 |
| 🗑 | ✏ | SCP | Science - Physical Science Units | 1.00 | 0.000000 |
| 🗑 | ✏ | SCL | Science - Life Science Units | 2.00 | 0.000000 |
| 🗑 | ✏ | SCA | Science - Advanced Science units | 2.00 | 0.000000 |
| 🗑 | ✏ | MTO | Mathematics Units Other than Algebra II or Equivalent | 2.00 | 0.000000 |
| 🗑 | ✏ | SOG | Social Studies - American Government Units | 1.00 | 0.000000 |
| | | | Totals: | 25.50 | 6.000000 |

# Task 13 - Run Graduate Demographic/Attributes Verify

Student Verification should be processed at the district level.  With the district in context, the user has the choice of selecting which buildings he wishes to perform the verification process for.

Graduation related errors have been moved to Period G verification process.

**District Level Processing**

1. Change your context to the district level and the 21/22 school year.
2. Navigate to ***StudentInformation  » EMIS  » Graduate Reporting Period (G)  » Graduate Demographic / Attributes Verify***.
3. Choose the buildings in the district for which you would like to run Graduate Demographic/Attributes Verify.
4. Choose how many students you would like to see per page in the Number of Students Per Page: dropdown.
5. Click Verify .
6. Once the process is completed the verification errors will display on the page.

**Correcting Verification Errors**

1. Verification errors are interactive links which allow you to navigate to the profile of the student with the error and correct the error without leaving the verification page.



| | | | | 1 Student With Errors |
| --- | --- | --- | --- | --- |
| Building IRN | Building | Student | Student Number | EMIS ID |
| 001701 | E127 | Apple, Jane | 00015348 | B66600066 |
| EMIS Verify: | | FNG01E - Diploma Date must be specified for a graduating student | | |
| | | | | 1 Student With Errors |

2. To correct errors for a student, click on the student's name.
3. The student's profile displays in a new window.
4. Correct the errors and save your changes to the profile.
5. After cleaning up the errors, run the verification again to verify the errors are no longer there.

# Task 14 – Verify that all reportable Assessment Records are on file for Graduates

The following assessments should be reported during Period G for graduates:

1. American College Testing Assessment (ACT)
2. The Scholastic Aptitude Test (SAT)
3. International Baccalaureate (IB)
4. Advanced Placement (AP)
5. Industry Credential Assessment (GW)
6. End of Course (GE)
7. Workkeys (WK)
8. High School Alternate Assessments (GX)
9. CTE Industry Assessment aka OCTCA (GY)

The ACT, SAT, IB and AP may also have been reported during the Period A window but may also be reported for graduates during the Period G reporting. This may be the only opportunity for some of these graduates to have the ACT, SAT, IB and AP reported and included for the Local Report Card, so it is important to verify the scores have been entered for any graduates.

The GW Industry Credential Assessments should be reported for all students who took an assessment, regardless of whether they passed. Beginning in FY18, all past and current GW assessments are now to be reported with a score of 'P' or 'N'.

# Task 15 – Withdraw Summer Grads

Students who meet their graduation requirements between the last day of school in 21/22 and prior to the first day of school in 22/23, should be reported during Period G as summer graduates.

***Students who have passed all tests, do not finish coursework prior to end of school in 21/22, but complete coursework and receive diploma prior to June 30, 2022***

1. Withdraw student with '99' on the last day of school (and make sure they are reported during FY22S final window)
2. Update student's withdraw date on the FS Standing tab and also under the Edit History Details to reflect the date the diploma was received
3. Update the **EMIS Graduation Elements on the Student Exemptions/Requirements** screen with the Graduation Date and Diploma Type
4. This student should be reported both in FY22S and FY22G.

***Students who have passed all tests, do not finish coursework prior to June 30, but complete coursework and receives diploma prior to the first day of school in 22/23***

1. Student is enrolled in 22/23 and taking summer courses to complete his coursework requirement.
2. Student completes the coursework after June 30 but prior to the first day of school in 22/23.
3. Update the **EMIS Graduation Elements on the Student Exemptions/Requirements** screen with the Graduation Date and Diploma Type. (FN Graduate data isn't school year specific so it doesn't matter if you update it while in 21/22 or 22/23)
4. If the student has been promoted to the 22/23 school year, withdraw student from the 22/23 school year with a withdrawal reason of '99' on the date his diploma is received (after June 30, but prior to the first day of school in 22/23) OR
A student who withdraws over the summer may be reported in the 22/23 school year with a single FL – Student Summer Withdrawal record. The student would not be promoted to the 22/23 school year and would not be reported in the future school year with the exception of the FL record. Update student's course history with the completed courses in 21/22 (manual course history entries).

***Students who finished their coursework prior to the end of 21/22 but did not pass all required tests***

For students who were withdrawn with a 7X code at the end of the school year, if they pass the required assessments during the summer PRIOR to the first day of school in 22/23, and receive their diploma

1. Update student's 21/22 **EMIS Graduation Elements on the Student Exemptions/Requirements** screen with the Graduation Date and Diploma Type
2. Add the assessment records
3. Students will be picked up in the FY22 Period G reporting period
4. Do not change the original withdraw date or the original withdraw reason

# Task 16 – Register Grad-Only Students in 21/22 using the Registration Wizard

A Graduate-Only student's graduation information is 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.

If a student should have graduated in a prior year but did not take or pass the test requirements and was withdrawn with a 7X withdrawal reason and now meets the graduation requirements, the student should be registered as a Grad-Only student.

Prior to registering 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 SSIDs for these students.
2. District IRN where student completed their course requirements towards graduation.
3. Date the student completed their course requirements.

If you have this information, refer to the 'Registering Grad-Only Students' documentation and proceed to Student Registration and begin registering the student.

**Grad-Only students with Graduation Date prior to current school year**
Districts can add Grad-Only records for students with prior year graduation dates (out of date range). These students with a student annual record in the current school year will then be included in the FN transfer file during Period G. These students must also have the 'Student is a Non-Attending Graduate checkbox selected on the Edit Student Profile screen'.

# Task 17 – Add Student Withdrawal Override (FC) Records

ODE has indicated this record also will be used to update an incorrectly reported withdraw reason and/or withdraw date from prior years. This is to assist in eliminating appeals as well as positioning the student into the correct graduation cohort.

This record is now reportable in Period S or Period G. The Reporting Period defaults to Period S when opening this page; however, if the record is to be reported in Period G, the user will need to select 'G' in the dropdown.

When including an FC record for Period G reporting, the following withdrawal codes are the only accepted withdrawal reasons:

- 40 – Transferred to Another School District Outside of Ohio
- 42 – Transferred to a Private School
- 43 – Transferred to Home Schooling
- 45 – Transferred by Court Order/Adjudication
- 46 – Transferred out of the United States
- 48 – Expelled
- 51 – Verified Medical Reasons
- 52 – Death
- 81 – Student Reported in Error

Student Withdrawal Override (Formerly Student Missing Override) Records (FC) records continue to be reported for SSIDs appearing on the Missing Student Override report where an override is warranted. Once reported, the FC record should continue to be reported for the remainder of the S collections for the fiscal year.

If a student withdrew from school prior to the last day of the prior school year and was not reported as withdrawn in the prior school year or as a summer withdrawal, the SSID would be reported for this record. The SSIDs entered into this record are not checked against prior year data. SSIDs are school year specific.

See Section 2.17 of the ODE EMIS Manual for additional information regarding the Student Missing Override Record.

# Task 18 – Run Review District EMIS Run Requests

Run Review District EMIS Run Requests to get an audit trail of what processes have been performed for each building in your district. Review District EMIS Run Requests and check the EMIS Verify and Update processes as well as the transfer processes to make sure that all tasks are completed. It will provide you with a listing of when each process was run, what time, and the user that ran it for each building in the district. At this point in the checklist, it is important to check the following:

- Make sure each of the Period G processes have been run in Verify mode for each building where applicable
- Make sure all updating processes have been run in Update mode at least one time for the district
- Make sure all the necessary transfers were performed after the update processes were run
- If updates were rerun, also make sure that transfers were rerun as well
- Make sure that no process was run too early

Run Review District EMIS Run Requests also provides a history of all processes and transfers run to keep for your own purposes. It can be processed anytime during the reporting period to see where things stand.

# Task 19 – Period G Transfers

**This task should be run with the 21/22 school year in context.**

Once you have completed all data updates, you are ready to transfer your data to the Data Collector. It is important that you transfer all necessary file types before submitting your data to ODE. Make sure you have completed all the transfers for Period G. The transfers for Period G are located on the Graduate Reporting Period G menu.

The Period G transfers looks at the Master Calendar in the future year to determine the last date for summer graduates to be included in the Period G transfer files. If your transfer returns no graduate students, make sure SYI has been run in the future year and the Master Calendar set up. This applies even if the school building is going to be closed in the future school year.

Before running the Data Collector make sure the most recent version of the manifest is downloaded.

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Mark the Data Sources section.

| ☑ All Files data sources | | |
| --- | --- | --- |
| **Data Sources** | **Availability** | **Collection Status** |
| ☑ BA-Files | ✅ Ready | Not Started |

4. District can choose the Collect Only option and then do the Prepare later, or they can choose the Collect and Prepare so both are completed at the same time.

| **Data Sources** | **Availability** | **Collection Status** |
| --- | --- | --- |
| ☐ ML-Files | ✅ Ready | Not Started |

**Scope of execution**

Perform: ○ Collect Only  ◉ Collect and Prepare

5. Once the Prepare has completed, review the Level 1 Validation errors.
6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
8. If satisfied with the results, submit the collection to ODE for processing.
9. Once the collection has been processed by ODE, you should receive Level 2 Reports. Review the Level 2 Reports for accuracy and make corrections in StudentInformation.

**Remember....** Once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collections.