

Registering Grad Only Students

Change Log

Date	Section Number/Name	Change Description
5/31/22	Task 2 and 3	Remove reference to OGT
11/17/21	Task 1 – Student Registration	Updated info under Graduation Date
5/22/20	Entire document	Review and update
3/11/19		Updated screenshots; info regarding DNAC Calendar

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Graduate-Only Processing

Beginning in FY16, the data for Graduate-Only students is reported as an FN – Student Time Period Record. The student Registration Wizard has been modified to register students who are Grad-Only similarly 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. The Max Absence Level for the non-attending calendar must be set to Non-Attending. The calendar will not appear during registration if this value is not set.
3. 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 Because the student is withdrawn at the time of registration, the SSID locator will not be returning a SSID for these students.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, you may proceed to Student Registration and begin registering the student.

Task 1 – Student Registration

The building level should be in context as well as the current graduation reporting Fiscal Year.

1. Navigate to: **StudentInformation > SIS > Registration Wizard**. Complete the required fields on the **Registration Pre-requisites** tab. If the student is new to your district, complete the required fields on the Registration Pre-requisites tab. **Make sure to check the checkbox beside *Student is a Non-Attending Graduate***. Click **Next** to move to the next tab.

The screenshot shows the 'Student Registration Wizard' interface. At the top, it says 'From this screen users can register students'. Below this are five tabs: 'Registration Pre-requisites', 'Possible Matches', 'Complete Registration', 'Family Group', and 'EMIS'. The 'Registration Pre-requisites' tab is active. It contains several input fields: 'First Name:*', 'Middle Name:', 'Last Name:*', 'Called Name:', 'Social Security:', 'EMIS ID:', 'Student Number:', 'Birthdate:*', 'Age:', 'Gender:*' (with a dropdown arrow), and 'Grade:*' (with a dropdown arrow). At the bottom left, there is a checkbox labeled 'Student is a Non-Attending Graduate' which is currently unchecked. A red box highlights this checkbox. At the bottom right, there is a 'Next >' button.

2. If the student was previously enrolled in the district in any prior school year, the **Possible Matches** tab will be displayed. You can either select the **Strict Match** or click **Back** to return to the **Registration Pre-requisites** tab to change some of the values you previously entered.

The screenshot shows the 'Student Registration Wizard' interface with the 'Possible Matches' tab selected. It says 'From this screen users can register students'. The tabs are 'Registration Pre-requisites', 'Possible Matches', and 'Non-Attending Graduate Registration'. A message box at the top says: 'A possible match for the student you are registering. Please review the students listed below for possible duplicate records.' Below this, there is a list of student information. The first entry is 'ALLEN, EDDIE' with address '3204 ALLEN Road GALION, OH 44833'. To the right of this entry, it says 'This student is already enrolled in the district, either this year or another year.' Below this, there is a 'STRICT MATCH' warning with a yellow triangle icon. To the left of this warning, there is a checkbox (checked) and the student's details: 'Student ID: 02279879', 'Gender: M', and 'Birthdate: Oct 25, 2001'. Below these details, it says 'STRICT MATCH' with a yellow triangle icon. At the bottom, there are '< Back' and 'Next >' buttons.

- If a new student, clicking **Next** will bring you to the **Non-Attending Graduate Registration** tab.

Student Registration Wizard
From this screen users can register students

Registration Pre-requisites Possible Matches **Non-Attending Graduate Registration**

Hispanic/Latino:*

Local Ethnic Category:*

Racial Group(s):* A-Asian B-Black or African American I-American Indian or Alaska Native P-Native Hawaiian or Other Pacific Islander W-White

Summative Race:

State Student ID (SSID):*

The Graduation Date will be used as the Admission Date, Withdrawal Date, and Graduation Date for this student.

Graduation Date:*

Student Status:*

Attendance Calendar:*

Grade:*

Address of Residence (For Address Verification) Mailing Address Use Address of Residence

Street:*

Street:*

City, State, Zip:* OH

City, State, Zip:* OH

Phone Number: Unlisted

Student Email:

County of Residence:* [Select County of Residence]

Diploma Type:

Courses Completed IRN: -

Courses Completed Date:

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 (SSID):** 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
 - The FS End Date and Withdrawal Date from Building and District Withdrawal Reason will be defaulted to ‘99’
 - Reported as Diploma Date
 - Due to Grad Only Students not being attending students, no withdrawal date will display on admission history or on transcripts.
- **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:** For local use only, will not be reported.
- **Address:** For local use only.
- **Phone Number:** For local use only.
- **Student Email:** 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.

4. On the FN-Graduate tab, update any of the Graduate indicators, if applicable.
5. 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:
 - Traditional District: 600
 - Community School: 601

Task 2 – Special Education Grad-Only Records

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

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

Events | Grad Requirement | Services

IEP Date: 01/31/2020

Date Type: IIEP - IEP Completion Date - Initial

Assessment Area: [Dropdown Menu]

Exemption Flag: [Dropdown Menu]

Save Cancel

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

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.

Task 3 – Add Assessment Records

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

1. American College Testing Assessment (ACT)
2. 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)

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 Maint.** 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.