

CONTROLLING THE SRSD EXIT STATUS ON GRADUATING SENIORS RECORDING SUMMER GRADUATES PROPERLY GRADUATING STUDENTS MID-YEAR

HOW THE DEFAULT PROCESS WORKS:

All students whose current grade level is 12 and whose next year information is anything different than 12 will by default be given a graduation date of the last day of school and an SRSD Exit code of 01 – Graduated from General Education with a Diploma. For your reporting purposes, many of you set the graduation date that is printed on your transcripts to the actual day of the ceremony for your seniors; however, CEPI states specifically they want the students' status as of the last day of the academic school year, so the date is reset for the June SRSD submission.

CHANGING THE DEFAULT GRADUATION EXIT CODE:

A CIMS tag has been created that will allow you to manually override the default Graduation Exit Status (Field #23) for the June SRSD submission. The allowable codes, defined by CEPI, are as follows:

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| 01 | Graduated from General Ed with Diploma |
| 02 | Graduated from General Ed with Diploma and applied to a degree-granting college or university |
| 03 | Graduated from an Alternative Program |
| 04 | Graduated from General Ed and applied to a non-degree-granting institution |
| 05 | Completed General Ed with an equivalency certificate |
| 06 | Completed General Ed with other certificate |
| 20 | Received Special Ed Certificate of Completion; Exited K-12 system |
| 21 | Special Ed reached maximum age; Exited K-12 system |
| 40 | Graduated from Middle College with HS diploma and college degree or certificate |
| 41 | Graduated from Middle College with only HS diploma |
| 42 | Graduated from another district; a shared student issued diploma from another district |

In order to report codes others than the default of 01, simply give the GRX tag to those students. You will then be prompted to enter in one of the valid codes listed above (be sure to enter in both digits!). When the SRSD File is created, the code will be pulled into the CEPI file.

Twelfth grade special education students should be recorded with an exit code of 01 only if they are earning a high school diploma and meeting the same graduation requirements as a non-disabled student. If they are receiving a special education certificate of completion in lieu of a

standard high school diploma, or some similar document, they should be given the GRX tag with a code of 20 in the data area so that they are reported properly.

For further explanation of the Exit Status codes, please refer to the current CEPI Manual for SRSD Data Field Descriptions, Field 23. In the above listing, codes 01 – 04, 40 and 41 will be considered Graduates in your school's graduation rate; codes 05, 06, 20 and 21 will be considered as Other High School Completers/Non-graduates. Code 42 will try to locate the student UIC in another district. If not located, the student will be considered a Dropout; if located, the exit code of the other district will be applied to your record. Since non-public schools DO NOT report SRSD data, be sure that any shared-time seniors are reported with the proper residency status code so they are exempted from your graduation rate calculations.

RETAINED SENIORS:

If you have any seniors who may even possibly be held over, change their next year district, school and class on the Basic Student Screen back to your district, school and 12th grade so that they do not get promoted to the GRD district nor have a graduation date assigned to them. If they do indeed end up graduating it is far easier to transfer them over later than it is to "reverse" a graduation that did not occur. Next year information should be altered for any student who may be held back.

SUMMER GRADUATES:

If your retained students indeed meet their credit/graduation requirements over the summer months and you need to update them to "graduate status" at the start of the school year, follow these steps to insure everything is done and their exit status gets reported to SRSD properly. Otherwise, the student may show up as a Non-graduate in your GAD Application and have an adverse effect on your graduation rate.

GRD.601 Set Date of Graduation – Be sure to limit to each individual student number and enter in the date the student met their requirements.

GRD.450 Student Transcript – Add course and credit information as necessary. When done, run GRD.645, ATT.650 and GRD.680 to Update the Cumulative GPA's and Credits, Post Attendance History and Update Class Rankings. Print the student's transcript using GRD.551, (being sure to submit this program in Landscape format with four columns) or GR.553.

STU.301T Drop the student as usual with these exceptions. When you get to the registration screen be sure to use the proper code from the list above and a day from your current school year. In the comment area you can include the actual date; the load should be blank and the district and school should be your codes at this point, as any other dropped student would appear.

Once the SRSD file for the fall count has been submitted you can go back to STU.301T and transfer the student to the GRD district for the appropriate year. Since the GRD district is bypassed for the SRSD reporting, DO NOT do this step until after SRSD has been completed or

CEPI will not get the exit information. Transferring into the GRD district is not a necessary step but would allow you include the student in any printing of reports on that years' graduated students.

MID-YEAR GRADS

The process above would be the same for mid-year grads (exit the student with the proper code, with an optional transfer to GRD after the SRSD submission has been completed). Be sure that your student's exit information is included in an SRSD submission before transferring them to the GRD district so you are given credit for the graduation. If you are unsure about the timing of a particular student's exit and the implications on SRSD, please do not hesitate to call Sherri for verification.