Manually Graduating a Student

1. Make sure the Guidance Counselor has entered the correct information on the **State/Province-TN** page.

Student Completion Information		Counselor Section
Course of Study *	(D) Dual (High School Only)	
End of Service Action Taken *	(P) Promoted	
Completion Document Type *	(1) Regular Diploma)
Completion Graduation Period *	(2) Summer 🛟	
Completion Document Date *	7/29/2010 (MM/DD/CCYY)	
Year Entered Ninth Grade	2006 (CCYY)	

- 2. Select the student who graduated at a time other than the regular graduation day.
- 3. Navigate to the **Functions** student screen and click the **Transfer Out of School** link.



4. Enter an appropriate **Transfer Comment** such as "Graduated per

" (put the reason for graduation in the blank).

- 5. Enter the date of the student's transfer. This should be the day after the student's last day in class.
- 6. Do <u>not</u> select an **Exit Code**.
- 7. Click **Submit**.
- 8. Verify that the student was successfully transferred out of school. The words "Transferred Out" should be displayed at the top of each student page.

Quick Lookup 🛛 🌌			
Shields, Frederick Nathaniel - Grade: 12	Homeroom: Vaughn, Fredricka Y	ID: 29764	SouHS Transferred Out

9. Navigate to the **Functions** student screen and click the **Re-Enroll In School** link.

	F	unctions	
	P	int Reports For This Student	
		ransfer Out Of School	
		e-Enroll In School	
	1	ransfer To Another School	
		reate New School Enrollment	
Re-Enroll Stud	ent 🌌		
hields, Frederick Nath	aniel - Grade: 12	Homeroom: Vaughn, Fredricka Y ID: 2976	4 SouHS Transferred 0
Student	to re-enroll	Shields, Frederick Nathaniel	
Date of	re-enrollment	7/19/2010	
Entry co	ode		⇒ +
Entry co	omment	Graduated after Summer Scho	
Full-Tim	e Equivalency	Full Day	
Grade L	evel	12 🗘	
Track		•	
District	of Residence	Shelby County (790)	
Restore	class enroliments?	No 🗘	
Note: Re	gardless of the date s	pecified above, the student's records will be re-	activated immediately.
			Submit

- 10. Enter the Date of re-enrollment. This date should be the same date as the transfer out date or the first day of the current school year if the student is graduating as a result of Summer School.
- 11. Do not select an **Entry Code**.
- 12. Enter an appropriate **Entry Comment** such as "Graduated per ______" (put the reason for graduation in the blank).
- 13. Select a Full Time Equivalency.
- 14. Do not restore the student's course enrollments.
- 15. Click **Submit**. By re-enrolling the student into the current school, the student's final school enrollment has been archived as a previous enrollment. Navigate to the Transfer Info student screen and verify that the student's previous year's enrollment is archived under Previous Enrollments.

Once the student's final school enrollment has been archived as a Previous Enrollment, the new current school enrollment must be modified to reflect the state of a graduated student.

- 1. Navigate to the **Transfer Info** page.
- 2. Click the **Entry Date** of the student's current enrollment.

Entry Date / Code Extr Date / Code Entry Comment Extr Comment School V119/2010 12 Graduated after Summer School Southwind High Previous Enrollments Entry Date / Code Exit Comment Exit Comment School S/10/09 E 7/19/10 12 Promote Same School Southwind High S/11/08 E 6/6/6/47 11 Promote Same School Southwind High S/13/07 E S/31/08 Stelds, Friderick Nathaniel - Grade 12 Homeroom: Vaughn, Fridricka Y ID: 29764 Stelds S/13/06 6/2/07 Entry Date //19/2010 Entry Code Graduated after Summer School Stelds, Friderick Nathaniel - Grade 12 Homeroom: Vaughn, Fridricka Y ID: 29764 Stelds S/13/06 6/2/07 Entry Date //19/2010 Entry Code Graduated after Summer School Stelds Entry Code Graduated after Summer School Stelds Graduated after Summer School Entry Code Entry Code Graduated after Summer School Entry Code	Current Enrollme	nt Evit Data (/	Onda Orada	E-to Original	Evil Original	Ocheck
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			Note: This scree	en may not be used to transfer a stu	dent in or out of school. Click or	n Functions to find links to

3. Set the **Exit Date** to the same value as the student's **Entry Date**. Shelby County Schools July 2010

4.	Navigate to	the	Scheduling	Setup	student screen.
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Scheduling Shields, Frederick I	Setup	: Vaughn, Fredricka Y ID: 29764	SouHS
	Required Settings		
	Next Year Grade	0	5.
	Priority	10	
	Schedule This Student	•	6.
	Allow student to submit requests		
	Year of Graduation	2010	
	Summer School Indicator	None 🗘	
	Note for Summer School Admin		
	Next School Indicator	;	— 7.
	Optional Settings		
	Current Year Campus/Building		
	Current Year House	•	
	Current Year Team	•	
	Next Year Campus/Building	Associate	
	Next Year House	Associate	
	Next Year Team	•	
		Submit	— 8.

- 5. Verify that the **Next Year Grade** is set to <u>0</u>.
- 6. Verify that the **Schedule This Student** check box is <u>not</u> checked.
- 7. Verify that **Next School Indicator** popup menu is <u>blank</u>.
- 8. If any changes were made, click Submit.
- 9. Contact a member of the PowerSchool staff to complete the process of graduating the student.

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Shelby County Schools