

Early Graduates

An Early Graduate (sometimes referred to as a mid-year graduate) is a student who graduates from high school during the current school year and not at the end of the instructional school year. When a student is an Early Graduate the following steps must be taken when withdrawing the student prior to the school's last instructional day.

Important: Early Graduate students will be moved into the Graduated Students School *during the End of Year (EOY) Process in PowerSchool*, if all the Scheduling Setup fields are completed correctly.

Student Academics Page

Certain fields on the Student Academics page must be populated for all early graduating students in order for the EOY process to move the students to the Graduated Students School. Following the steps below will ensure Early Graduates are reported correctly.

Navigation: Start Page > Student Selection > NC Information > Academics

1. The **Student Academics** page needs the following information populated for Early Graduates:
 - a. **Grade 9 Entry Date**
 - b. *** Bound For**
 - c. **Diploma Granted Date**
 - d. *** Diploma Issued**
 - e. *** Diploma Type**

Note: * These are required fields for GDV to report correctly, only. All listed fields must be populated for Early Graduates reporting.

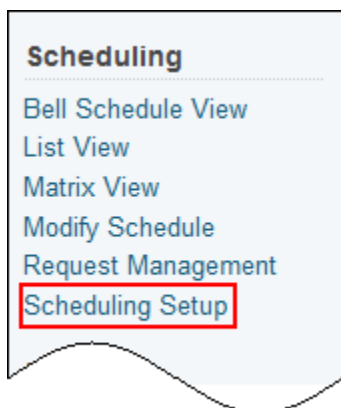
The screenshot shows the PowerSchool Student Academics page. The left sidebar contains a list of navigation options, with 'Academics' highlighted. The main content area is titled 'Student Academics' and shows a form for a student with ID 12. The form is divided into sections: 'Basic Data' and 'FRC Plan Data'. The 'Basic Data' section includes fields for 'Grade 9 Entry Date' (07/01/2012) and 'Bound For' (Public Senior Institutions). The 'FRC Plan Data' section includes fields for 'Diploma Granted Date' (MM/DD/YYYY), 'Diploma Issued' (01/22/2016), 'Diploma Type' (Future Ready Core), and 'Diploma Override'. The 'Diploma Type' dropdown menu is open, showing options: 'Future Ready Core', 'UNC System Admission', 'Community College/Other College', and 'CCP/Dual Enrollment'. The 'Diploma Override' field is also visible.

2. Click **Submit**.

Setting Next School Indicator and Next Grade

In order for the End of Year process to move the students to the Graduated Students School, the student must be 'pointed' to the correct grade level and school in Scheduling Setup.

Navigation: Start Page > Student Selection > Scheduling > Scheduling Setup



1. On the **Scheduling Setup** screen, the following fields must be populated:
 - a. **Next Year Grade** = 99
 - b. **Year of Graduation** = the school year in which the student is graduating
 - c. **Next School Indicator** = **Graduated Students**

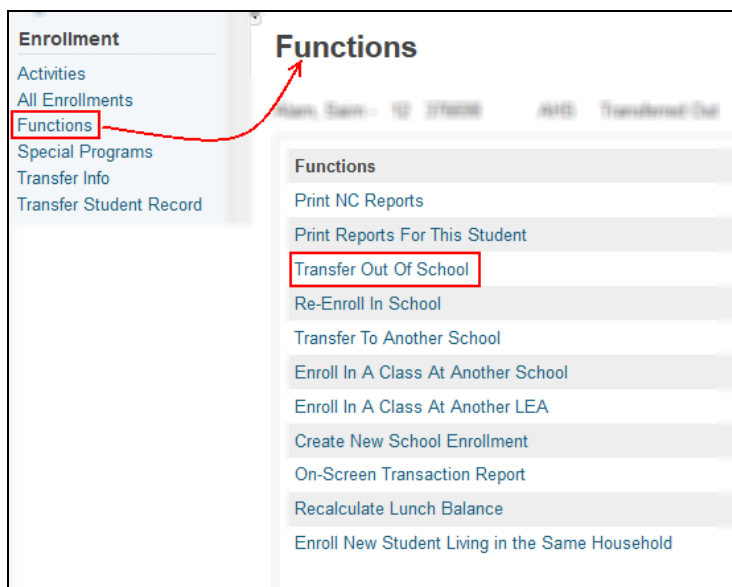
A screenshot of the 'Scheduling Setup' form. The breadcrumb trail at the top reads 'Start Page > Student Selection > Scheduling Setup'. The form is divided into 'Required Settings' and 'Optional Settings' sections. In the 'Required Settings' section, the following fields are populated: 'Next Year Grade' is 99, 'Priority' is 0, 'Schedule This Student' is unchecked, 'Year of Graduation' is 2016, 'Summer School Indicator' is None, and 'Next School Indicator' is Graduated Students. There is a text area for 'Note for Summer School Admin' with a character count of 80. The 'Optional Settings' section includes 'Next Year Campus/Building', 'Next Year House', and 'Next Year Team', each with an 'Associate' button next to its input field.

2. Click **submit**.

Transfer Student Out of School

Once the Diploma dates and Next School information has been entered for the student, the last step is to withdraw the student from school using the Transfer Student Out of School process.

Start Page > Student Selection > Enrollment > Functions > Transfer Out of School



On the **Transfer out of School** screen populate the following fields:

- a. **Transfer Comment** = enter an appropriate comment
- b. **Date of transfer** = enter the date of the day after the student's last day in class
- c. **Exit code** = select **W4 (Early completer/Mid-year grad)** from the dropdown

A screenshot of the 'Transfer Student Out' form in PowerSchool. The form is for a student named 'Brown, Charles'. It contains several fields: 'Who will be transferred out' (set to 'Brown, Charles'), 'Transfer comment' (with 'Early Graduate' entered), 'Date of transfer' (set to '1/23/2014'), and 'Exit code' (set to 'W4 (W4 Early completer / Mid-year grad)'). There is a checkbox for 'Check here if student(s) intend to enroll in school during next school year' which is unchecked. A 'Submit' button is at the bottom right. The form is titled 'Transfer Student Out' and shows the student's name 'Brown, Charles' at the top.

3. Click **submit**.

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