

# Early Graduate Process

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 before 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. They should not be moved manually before EOY; this affects the GDV and cohort graduation reports.

[Student Academics Page](#)

[Transfer Student Out of School](#)

[Setting Next School Indicator and Next Grade](#)

## Student Academics Page

Specific fields on the Student Academics page must be populated for all early graduate students 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. Populate the following information on the **Student Academic** page:
  - 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. All listed fields must be populated for Early Graduates reporting.

**Student Academics**

Access Date: 12 12/12/2021 12/12/2021

**NC Information**

- Athletics
- Immigrant
- Awards
- Accommodations
- Academics**
- EC Data
- NC Student Contacts
- FERPA Opt-Out
- Graduation Requirements
- Migrant Data
- Lottery
- ACCESS
- EL
- W-APT/Screener
- Vehicles
- Rank History
- DPI Academic
- Military

**Academics**

**Basic Data**

Label	Data
Grade 9 Entry Date	07/01/2017
LEA Entry Date	08/27/2017
Counselor	
Care Manager	
Mentor Advisor	
Service Learning Hours	
Projected Grad Year	
Bound For	Comm & Tech Colleges-out of NC
College Bound	
Home Language Survey	Yes
Home Language Survey Date	MM/DD/YYYY
Pregnant or Parenting Teen	
Student Contact Information	No
State administered nationally recognized college readiness assessment	No

**FRC Plan Data**

Label	Data
Diploma Granted Date	MM/DD/YYYY
Diploma Issued	1/12/2021
Diploma Issued should not be populated until all grades are stored.	
Diploma Type	Future Ready Core
Diploma Override	
Plan of Intent	Hold CTRL to select multiple Future Ready Core UNC System Admission Community College/Other College CCP/Dual Enrollment

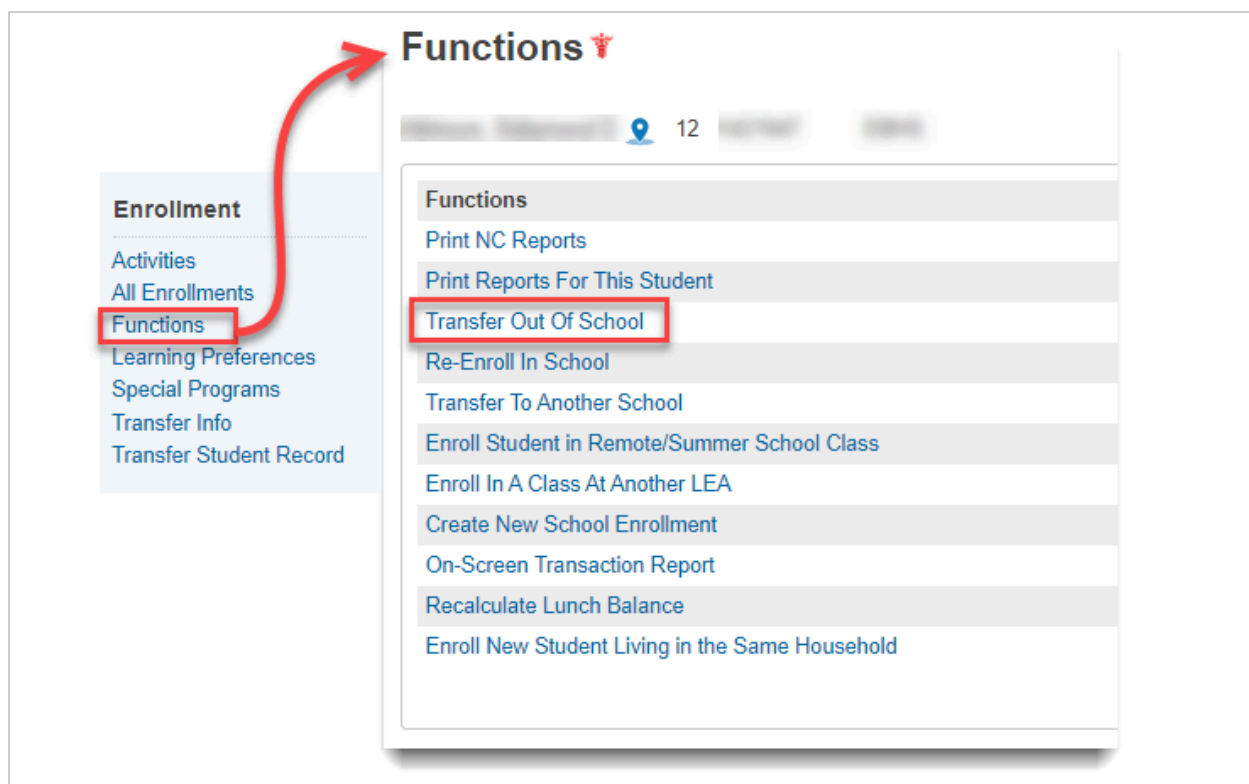
2. Click **Submit**

## 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 function and run the Preliminary GDV.

**Important:** **Do not drop courses.** The student should not be dropped from their completed courses. Course enrollment records should remain intact for early graduates.

**Navigation:** Start Page > Student Selection > Enrollment > Functions > Transfer Out of School



3. On the **Transfer Student Out** screen, populate the following fields:
  - a. **Transfer Comment** = enter an appropriate comment
  - b. **Date of Transfer** = enter the date after the student's last day in class
  - c. **Exit Code** = W4 (Early completer/Mid-year grad)

## Early Graduate Process

**Transfer Student Out**

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Who will be transferred out

Transfer comment

Early Graduate

Date of transfer  
(should be the day after the student's last day in class)

1/5/2021

Exit code

W4 (W4 Early Completer / Midyear Grad)

☐ Check here if student(s) intend to enroll in school during next school year.\*

\* If the box is **NOT** checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

✓ No attendance records found on or after 1/5/2021.

d. Check the box to delete attendance if a yellow warning box appears.

⚠ There are 16 attendance record(s) for the current student. Listed below are the number of records per date:

- (4) 1/5/2021
- (4) 1/6/2021
- (4) 1/7/2021
- (4) 1/8/2021

☐ Check to delete all future attendance records this student has listed above.

4. Click **Submit**

**Important:** Do NOT manually move the student to 'Graduated Students' School. The student should remain transferred out at the school they graduated from until EOY. A script will be run to change the status of early graduates during EOY, and they will be processed to the Graduated Student school during EOY if the [scheduling setup screen](#) is populated correctly.

## Setting Next School Indicator and Next Grade

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 the Scheduling Setup.

A script is run before EOY that saves the student's graduation date and exit date, then sets their status to enrolled to be processed during EOY.

**Note:** When the student is transferred out, the scheduling setup screen is automatically cleared. It is important to populate this information after you have transferred the student out, not before.

## Early Graduate Process

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



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

A screenshot of the 'Scheduling Setup' form in a web application. The form is divided into two sections: 'Required Settings' and 'Optional Settings'. In the 'Required Settings' section, the following fields are highlighted with red boxes: 'Next Year Grade' (value: 99), 'Year of Graduation' (value: 2021), and 'Next School Indicator' (value: Graduated Students). Other fields include 'Priority' (value: 20), 'Schedule This Student' (checked), 'Summer School Indicator' (value: None), and 'Note for Summer School Admin' (text area). The 'Optional Settings' section includes 'Next Year Campus/Building', 'Next Year House', and 'Next Year Team', each with an 'Associate' button. The form also shows a character count of '80 characters left' for the note field.

**Note:** Don't forget to run the Preliminary GDV report on the state reporting dashboard and ensure the student appears on the report correctly.