The **Mass Update Graduation Status** form will allow you to load only 12th grade students into a temporary table and will verify specific requirements that must be met in order for a student to graduate. The form will display the specific number of students that have or have not met the requirements. From this form a specific **Grad Status Code** and **Graduation Date** can be loaded for students who have met the Graduation Requirements.

A report can also be generated that will list each student and which area they have or have not met the graduation requirements.

Please be aware that Eagle Software’s objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within Aeries™. However, Eagle Software recognizes that each school and district using Aeries™ has established their own unique guidelines and policies.

By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.
MASS UPDATE GRADUATION STATUS FORM

The Mass Update Graduation Status form can be accessed from View All Forms. The options on this form that are State Graduation Requirements have been automatically selected and contain a check mark.

If these options are de-selected a warning message will display and if Yes is selected they will not be included in computing the Graduation Status.

These options include verifying the Credits Completed, CAHSEE Math and ELA and the Algebra I Requirement. The remaining options are to verify the Community Service Hours, Competency Tests or User Defined Requirements that can be setup in any table and field.

Also, please take note that a KEEP or SKIP statement can be generated in Query to update specific students and a Records are Being Skipped message will display in the bottom left corner.
LOAD STUDENTS

To Load Students you must first select the options to be used to verify whether the students have met the graduation requirements. The first three requirements are State Graduation Requirements and should be selected.

- Verify Graduation Requirements (credits completed)
- Verify CAHSEE Math & ELA
- Verify Algebra I Requirement

If there are Community Service Hours that are needed click the mouse on the Verify Community Service Hours (from ACT) check box and the Activities (ACT) records will be verified. The option is available to verify ALL Records or to Limit by Date. If Limit by Date is selected the From: and To: date fields will display. Enter the selected date range for the records to be verified.

Click the mouse on all Codes and enter the total number of Hours Needed. All hours for the Activity Codes selected will be totaled and compared to the number of Hours Needed.

If a student is required to take a Competency Test in order to graduate click the mouse on the Verify All / Some Competency Tests check box and the Competency Test records will be verified. Click the mouse on all Tests to be included and select all Codes that indicate the Test was Passed.
If there are any requirements that are stored in another table within Aeries click the mouse on the **Verify User Defined Requirement** check box. The option is now available to select a specific table, field and value.

Enter the **Graduation Date** and this date will be loaded into the **Date Graduated (DG)** field when the student records are updated. The date will first default to the last date in the calendar but can be changed. The option is available to **Include Credits Enrolled In** to determine if the student has met the requirements and the option is also available to **Include Inactive Students**.

After all options have been selected click the mouse on the **Load Students** button. The **Verified Graduation Requirements** window will display each option selected and will indicate whether or not the student met the requirement.
VIEW STUDENTS REPORT

After the Load Students process has completed a report can be generated that will include ALL 12th grade students and their Graduation Status. To generate the report click the mouse on the View Students button.

The following is an example of the report that will include the selected Graduation Date, the number of students and all of the Graduation Requirements. Below each selected requirements will display whether the requirement was or was not met.

**FILTER VERIFIED GRADUATION REQUIREMENTS**

To filter for specific Verified Graduation Requirements to display double click the mouse on the graduation requirement. For example below the mouse was double clicked on Complete under the Cred Compl column. The Heading will be highlighted indicating that a filter has been added to this column and ONLY Complete will display.
This option can be performed on multiple columns so that only specific **Verified Graduation Requirements** will display.

### SET GRAD STATUS CODES

After the **Load Students** has been performed the **Set Grad Status Codes** can be utilized to begin entering the **Grad Status Codes**. The filter option can be utilized to only display specific students that have completed specific Graduation Requirements. Click the mouse on the **Set Grad Status Codes** button. The cursor will display in the **Grad Stat Code** field. Either hand enter the **Code** or click the mouse on the drop down to select the **Grad Stat Code**.
ASSIGN GRAD STATUS CODES

After all Grad Stat Codes have been entered click the mouse on the Assign Codes button. This WILL NOT update the Student Graduation Status fields in the STU table. This will only add the Grad Stat Codes to the students stored in the temporary table.

To view these students click the mouse on the View Assignments button. A report will be generated that will list all students with the assigned Graduation Code and Graduation Date that will be loaded into the Student record.
UPDATE STU TABLE

To update the Grad Stat Code and the Graduation Date into the Student record click the mouse on the Update STU Table button.

The following warning message could display if not all students were assigned a graduation code. To continue click the mouse on the Yes button.

The following message will display. Click the mouse on the OK button.

Take note that the Verified Graduation Requirements will NO longer display the records that were updated.
All students printed on the Mass Update Graduation Status Report will be updated with the Graduation Code and Graduation Date into the Student record.

For example the report below has Erin Ampig listed under Graduation Code 100 with the Graduation Date of 6/10/2011.

After the Update STU Table button has been selected Code 100 will be loaded into the HSG field and the Graduation Date will be loaded into the DG field in the STU record.

Also, in Client Server the ENR table will automatically be updated with the Leave Date and Code 230 in the Exit Reason field.