

## Mass Update Graduation Status April 28, 2011

The **Mass Update Graduation Status** form will allow you to load only 12<sup>th</sup> 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.

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2010-2011										Page 15
Mass Update Graduation Status Verification										
Graduation Code:	Credits Enrolled	Credits Needed	# of STUs	Credits	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req
Graduation Date: 6/10/2011			1	Complete	ReqMet	Passed	ReqMet	Incomplt	NotPass	
015848 Reyes, Ganesh Alexander										
	30	10								
Graduation Code:	Credits Enrolled	Credits Needed	# of STUs	Credits	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req
Graduation Date: 6/10/2011			2	Complete	ReqMet	Passed	ReqMet	Incomplt	Passed	
014320 Gonzales, Anthony Thor										
	25	10								
015688 Witt, Airaka Elizabeth										
	30	10								

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*<sup>TM</sup>. However, Eagle Software recognizes that each school and district using *Aeries*<sup>TM</sup> 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.

The screenshot shows the 'Mass Update Graduation Status' window for 'Screaming Eagle High School' on '4/27/2011'. The form is for the '2010-2011' school year. It features several sections:

- Checkboxes:**  Verify Graduation Requirements (credits completed),  Verify CAHSEE Math & ELA,  Verify Algebra I Requirement,  Verify Community Service Hours (from ACT),  Verify All / Some Competency Tests,  Verify User-Defined Requirement.
- Competency Tests:** A list of tests (Technology, Physical Fitness, General Science, General Math, General English) with a 'P' in a box and a note: 'Select the codes indicating 'Passed''.
- User-Defined Requirement:** A table with columns: Table, Field, Symbol, Value.
- Codes:** A list of codes: 100 Archery, 101 Badminton, 102 Baseball, 103 Basketball, 104 Bowling. There is also a 'Hours Needed' field.
- Graduation Date:** 6/10/2011.
- Include Credits Enrolled In:**  (de-selected).
- Include Inactive Students:**  (de-selected).
- Verified Graduation Requirements Table:**

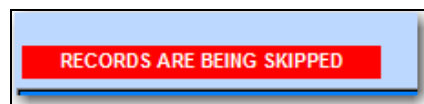
# of STUs	Cred Compl	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req	Grad Stat Code
students loaded.								
- Message:** A red bar at the bottom left says 'RECORDS ARE BEING SKIPPED'.
- Buttons:** Load Students, View Students, Set Grad Status Codes, Assign Codes, View Assignments, Update STU Table, Exit.

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.

The dialog box is titled 'EXCLUDE CREDITS COMPLETED?'. It contains the following text: 'This is a State Graduation Requirement and should be included in verifying the Graduation Status. Are you sure you want to de-select this option?'. At the bottom, there are two buttons: 'Yes' and 'No'.

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.

**Verify Community Service Hours (from ACT)**  
 **All Records**  
 **Limit by Date**  
**Codes**  
 600 Community Service  
 601 Volunteer Work  
 602 Church Service  
 699 Other Community S  
 700 National Forensics  
 Hours Needed

**Verify Community Service Hours (from ACT)**  
 **All Records**  
 **Limit by Date**  
**Codes**  
 600 Community Service  
 601 Volunteer Work  
 602 Church Service  
 699 Other Community S  
 700 National Forensics  
 Hours Needed   
 From:   
 To:

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**.

**Verify All / Some Competency Tests**  
 Technology  
 Physical Fitness  
 General Science  
 General Math  
 General English  
 P  
 Select the codes indicating '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.

Verified Graduation Requirements								
# of STUs	Cred Compl	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req	Grad Stat Code
9	Complete	Passed	Passed	NotMet	Incompl	NotPass	NotMet	
2	Complete	Passed	Passed	NotMet	Incompl	NotPass	ReqMet	
3	Complete	Passed	Passed	ReqMet	Complete	NotPass	NotMet	
2	Complete	Passed	Passed	ReqMet	Complete	NotPass	ReqMet	
1	Complete	Passed	Passed	ReqMet	Complete	Passed	NotMet	
3	Complete	Passed	Passed	ReqMet	Complete	Passed	ReqMet	
81	Complete	Passed	Passed	ReqMet	Incompl	NotPass	NotMet	
97	Complete	Passed	Passed	ReqMet	Incompl	NotPass	ReqMet	
429 students loaded.								

## VIEW STUDENTS REPORT

After the **Load Students** process has completed a report can be generated that will include ALL 12<sup>th</sup> 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.

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2010-2011											Page 16	
Mass Update Graduation Status Verification												
Graduation Code:		Credits Enrolled	Credits Needed	# of STUs	Credits	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req	
Graduation Date: 6/10/2011				1	InComplt	Passed	NotPass	NotMet	Incomplt			
014175 Schlitt, Carlos David Bekhor		20	135									
Graduation Code:		Credits Enrolled	Credits Needed	# of STUs	Credits	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req	
Graduation Date: 6/10/2011				4	InComplt	Passed	Passed	NotMet	Incomplt			
014676 Childs, Michael		25	38									
017005 Picano, Andrew James		31	34									
014467 Silva, Darlene Elise		25	29									
017026 Yacoub, Claudia Yacoub Youss		35	90									
Graduation Code:		Credits Enrolled	Credits Needed	# of STUs	Credits	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req	
Graduation Date: 6/10/2011				1	InComplt	Passed	Passed	ReqMet	Complete			
014417 DeCastro, Armando David		25	25									

## 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.

Verified Graduation Requirements								
# of STUs	Cred Compl	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req	Grad Stat Code
9	<b>Complete</b>	Passed	Passed	NotMet	Incomplt	NotPass	NotMet	
2	Complete	Passed	Passed	NotMet	Incomplt	NotPass	ReqMet	
3	Complete	Passed	Passed	ReqMet	Complete	NotPass	NotMet	

This option can be performed on multiple columns so that only specific **Verified Graduation Requirements** will display.

Verified Graduation Requirements								
# of STUs	Cred Compl	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req	Grad Stat Code
3	Complete	Passed	Passed	ReqMet	Complete	NotPass	NotMet	
2	Complete	Passed	Passed	ReqMet	Complete	NotPass	ReqMet	
1	Complete	Passed	Passed	ReqMet	Complete	Passed	NotMet	
3	Complete	Passed	Passed	ReqMet	Complete	Passed	ReqMet	

9 students loaded.

### 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**.

Verified Graduation Requirements								
# of STUs	Cred Compl	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req	Grad Stat Code
4	Complete	Passed	Passed	ReqMet	Complete			100
372	Complete	Passed	Passed	ReqMet	Incomplt	100	Standard HS Diploma	
1	Complete	Passed	PendApp	ReqMet	Incomplt	104	Non Grad - Did Not Pas	
						106	Graduated - CAHSEE Waiv	
						108	Graduated - CAHSEE Exem	
						110	Standard HS Diploma	
						120	Special Education Certific	
						170	GED but no Diploma	
						190	Int'l Diploma or Certificate	

377 students loaded.



## UPDATE STU TABLE

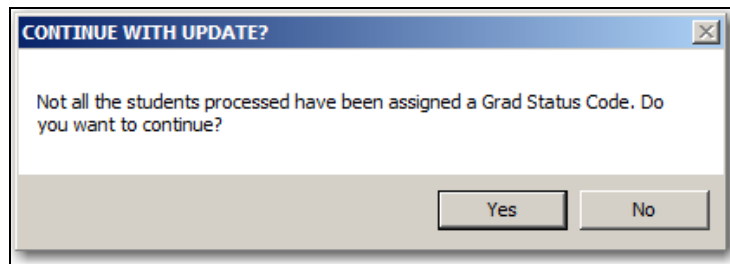
To update the **Grad Stat Code** and the **Graduation Date** into the **Student** record click the mouse on the **Update STU Table** button.

# of STUs	Cred Compl	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req	Grad Stat Code
4	Complete	Passed	Passed	ReqMet	Complete			100
372	Complete	Passed	Passed	ReqMet	Incomplt			360
1	Complete	Passed	PendApp	ReqMet	Incomplt			106

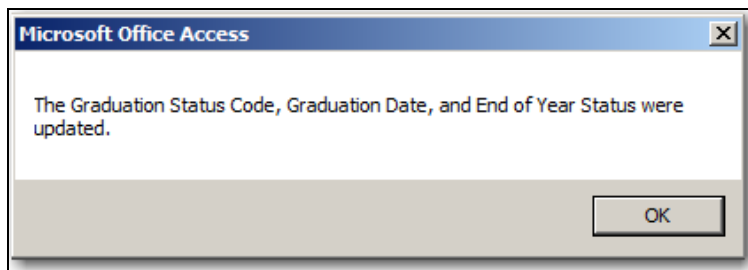
377 students loaded.

Buttons: Set Grad Status Codes, Assign Codes, View Assignments, Update STU Table, Exit

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.

# of STUs	Cred Compl	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req	Grad Stat Code
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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.

Screaming Eagle High School											4/27/2011
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Graduation Code: 100	Credits Enrolled	Credits Needed	# of STUs	Credits	CAHSEE ELA	CAHSEE Math	ALG I	Comm Serv	Comp Tests	User Req	
Graduation Date: 6/10/2011			4	Complete	Passed	Passed	ReqMet	Complete			
014516 Ampig, Erin Virata	30	10									
014528 DeHart, Bradley Gregory	25	15									
017781 Jetton, Rafael Scott	25	8									

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.

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
014516	Ampig	Erin	Virata		134463921	F	12	2/25/1993	18
LastSchl	OldStu#	Old Perm ID	Old State ID	SchedGrp	Msg	FamKey	CompetencyTests	S/M	D/M
10	013406	000000000				3805	P	9	2
Reason	Leave Date	Nxt Schl	Status	Nxt Schl	Code	Date	Leave Date	(DropOut)	
		0		0	100	06/10/2011			

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

Stu#	Last Name	First Name	Middle Name	Perm ID No.	Sex	Grade	Prog	Track	Status
14516	Ampig	Erin	Virata	134463921	F	12			
Schl-Year	School Name	Exit	Next	Rptg	IntDst	NPS			
2010-2011	014 Screaming Eagle High School	Rsn	Sch	Sch	Trans	Spec Ed			
014516	12 0	8/30/2010 6/10/2011	230	0	0	N			